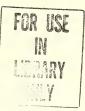
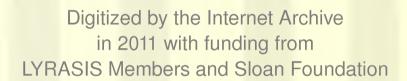
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Student Handbook

Code of Student Life

Alma Mater

by Charles Hunnicutt and Loyd Hudson

Hail we proudly sing to thee Who guides our green and gold. Though future years may part us, Fond mem'ries we shall hold.

(Refrain)
For our hearts will cherish
All your service done
All Hail to thee Alma Mater,
Praise to Wilmington.

Here we stand as one together Voices raised in song.
Our loyal hearts will praise thee As God doth lead us on.

NONDISCRIMINATION POLICY

The University of North Carolina at Wilmington is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap. Moreover, The University of North Carolina at Wilmington is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of black students.

6,250 copies of this public document have been printed at a cost of \$4,380.00, or $70 \, \text{¢}$ per copy. (GS 143-170.1)

181. LD 3962.9 ,W5 ,W54 V.1985-1990

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WELCOME

It is my pleasure as Chancellor of The University of North Carolina at Wilmington to welcome you as members of the fastest growing student body in The University of North Carolina system.

It has been my lifelong belief that the process of learning is one of the most exciting activities in which we engage as human beings. Each new fact, each new concept, each new perception, and each new perspective of beauty adds a uniquely new dimension to our lives. We often say on this campus that we are a community of scholars, and in a very real sense, I believe that is our mission

As students enrolled here at The University of North Carolina at Wilmington, you are members of the largest segment of that community of scholars. For the remainder of your stay in this University community of scholars, may I wish you well and encourage you to dream your dreams and set your goals high.

> William H. Wagoner Chancellor

Dr. Wagoner served as President of Wilmington College from 1968-1969, and as Chancellor of UNCW since 1969. During his 17 years of leadership, the University has grown from an enrollment of less than 1,200 to approximately 5,500.

Welcome Seahawks to UNC Wilmington. UNCW has something no other place can offer, a philosophy of learning about academics while also experiencing and enjoying life around you. We are the school with the big heart, a special place filled with special people. Seahawks are people that take their training seriously and then expand and improvise. Be adventurous, be smart and remember the book work. Take with you a sense of pride wherever you go. Soar high Seahawks and play hard. Experience all the University has to offer; you don't get a second chance and the benefits last the rest of your life.

> Paul W. Bell, President Student Government Association

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington was founded in 1947 as Wilmington College, a locally supported and governed institution, to provide the youth and adults of New Hanover County and southeastern North Carolina an opportunity for two years of university parallel study, semiprofessional training and vocational-technical education at moderate expense.

In 1948 Wilmington College was officially accredited by the North Carolina College Conference and became a member of the American Association of Junior Colleges.

In 1958 New Hanover County voted to place the college under the Community College Act of the State of North Carolina. By virtue of this vote, the college became a part of the state system of higher education.

On July 1, 1963, by an act of the General Assembly of North Carolina, Wilmington College became a senior college with a four-year curriculum, authorized to offer the

bachelor's degree.

By vote of the Board of Trustees of The University of North Carolina in late 1968, with subsequent approval by the North Carolina Board of Higher Education, and by an act of the General Assembly of North Carolina in 1969, Wilmington College became, on July 1, 1969, The University of North Carolina at Wilmington.

On August 22, 1977, the Board of Governors of The University of North Carolina authorized The University of North Carolina at Wilmington to offer its first graduate

program at the master's level.

BUILDINGS

The buildings on the campus are of modified Georgian architecture. All academic buildings, as well as the cafeteria and residence halls, are completely air-conditioned.

Edwin A. Alderman Hall, which houses administrative offices, is named in honor of a native Wilminigtonian who served as president of The University of North Carolina, The University of Virginia and Tulane University.

Hoggard Hall, an academic building named in honor of Dr. John T. Hoggard, second president of Wilmington College, contains classrooms, the School of Nursing, ROTC, laboratories, the computing center, special programs, and

faculty and staff offices.

Kenan Hall, named in honor of the late Mrs. Sarah Graham Kenan of Wilmington, is occupied by the Creative Arts Department. It contains classrooms, faculty offices, art and music studios, the music library, an electronic music studio, dramatic workshops and the S.R.O. Theatre. It also contains an auditorium with a seating capacity of approximately 100.

The DeLoach Hall houses the department of Chemical and Physical Sciences. It is equipped with classrooms, faculty and staff offices, teaching auditoriums, and modern, well-equipped laboratories for the physical sciences.

Arnold Kimsey King Hall houses the School of Education and contains an auditorium with a seating capacity of 191.

classrooms, faculty offices, and a curriculum laboratory.

Isaac Bear Hall, completed in 1972, contains classrooms, a computer laboratory, and faculty offices for the Cameron School of Business Administration.

The Marine Science Building was completed in 1974. It houses the departments of Biological Sciences and Earth Sciences and contains classrooms and laboratories.

Morton Hall, named for Margaret Shannon Morton, was completed in October, 1978, and houses the departments of English, History, Mathematical Sciences, and Modern Languages. The building contains classrooms, seminar rooms, and Bryan Auditorium.

The Social and Behavioral Sciences Building was completed in 1980. It houses the departments of Psychology, Philosophy and Religion, Political Science, and Sociology/ Anthropology, as well as some offices of the campus com-

puting center.

Sarah Graham Kenan Auditorium, a gift from the Sarah Graham Kenan Foundation, has a seating capacity of 1,000 persons. The auditorium is also equipped for use as a theatre and contains seminar rooms for the Department of Creative Arts.

Hanover Hall and Trask Coliseum, the physical education complex, provide modern facilities for the athletic activities of all students, including a large playing floor with rollaway bleachers, a second athletic activity floor, offices, locker rooms and showers, and special gymnastic equipment.

The Raiford G. Trask Health and Physical Education Building provides the campus with a 6,000 seat coliseum as well as an olympic size swimming pool and a separate diving tank. Construction was completed in the fall of 1977.

The University Union is the second largest building on campus. Serving as the "living room" of the University community, it houses a wide variety of services, student and administrative offices, while providing space for campus activities and meetings.

Hinton James Hall contains offices for the Dean of the College of Arts and Sciences, Accounts Payable, Admissions, Cashier, Financial Aid, and Registrar. It was named for a New Hanover County resident who was the first student to enroll at The University of North Carolina.

The University Cafeteria, opened in 1971, provides space for food services for students and faculty, and contains the most modern food service equipment.

The Student Support Center opened in the fall of 1985 and houses the University Bookstore, Parking Office, Student Development Center, and Student Health Services.

The Edmond R. Galloway Residence Hall, opened in 1971, provides housing for 400 students. Belk Hall, opened in June, 1976, accommodates 200 students. The 200-student Hewlett Hall opened in the fall of 1978. Another residence hall for 200 students, Graham Hall, was completed and occupied in the fall semester of 1979. In the fall of 1981, the 400-student apartment complex was completed and occupied.

University Services

DEAN OF STUDENTS OFFICE

The Dean of Students Office serves as the primary focal point for addressing student needs, issues and concerns, and serves as a resource and referral office for all faculty, staff and students. Acting in an advocacy role, the Dean and Associate Dean of Students represent the student perspective to the University community. This office works with all segments of the University to help students develop through opportunities, advice and assistance. Within the Student Affairs Division, the Dean of Students Office provides consultation, new program development and assistance to the Vice Chancellor with special projects. Specifically, the office coordinates orientation for freshmen and transfer students, advises international and non-traditional students, publishes the Student Handbook and Code of Student Life, and coordinates the student judicial system and the official withdrawal process from the University. Additionally, the Dean of Students Office coordinates programs and policy on rape prevention and assistance, alcohol education, and implements developmental programs to meet assessed and perceived student needs. The Dean of Students Office also provides supervision for the Residence Life Program.

The Dean and Associate Dean invite students to come by and discuss issues relative to these and other aspects of campus life.

CAMPUS MINISTRY

United Christian Campus Ministry is provided for all students at UNCW by Baptist, Episcopal, Christian, United Methodist, and Presbyterian churches, with additional support of Lutherans and Catholics.

Working through Bob Haywood, Campus Minister, UCCM provides counseling, Bible study, retreats, worship, and special programs on specific religious, social, and personal growth concerns. He can be reached by calling 799-1160 or by leaving a message with the Dean of Students Office, 395-3117.

Campus Christian Fellowship, a student organization, meets in the University Union, Tuesdays at 7 p.m. Campus Crusade for Christ and Fellowship of Christian Athletes also have regular meetings each week.

FINANCIAL AID

The UNC-Wilmington Financial Aid Office in Hinton James Hall administers a program which seeks to meet the needs of all enrolled students. While the program provides for the recognition of talent and outstanding student achievement, its primary objective is to assist students with demonstrated need. Financial aid is the economic assistance available to help the student meet the difference between what he or

she can afford to pay and the actual cost of a college education.

Eligibility is determined by a "needs analysis" done in the Financial Aid Office according to federal guidelines. Applications may be picked up in the Financial Aid Office.

Forms of financial aid include grants, scholarships, loans, and employment opportunities. Interested students should consult the University catalogue and/or Financial Aid Information Booklet for detailed information on these programs.

What Are The Deadlines?

Academic year (Fall and Spring)April	15
Fall onlyApril	15
Spring OnlyOctober	15
SummerMarch	

The above dates represent priority deadlines used by the Financial Aid Office in processing applications. This means that those students who have completed applications on file in this office by those dates will receive first consideration for financial aid. A completed application consists of an institutional financial aid application, a Financial Aid Form, and all three copies of the Student Aid Report from the Pell Grant Program.

Academic Standing

Satisfactory Progress Standards for Financial Aid Purposes

According to federal guidelines, to be eligible to receive federal financial aid, a student must be making satisfactory progress toward completion of a degree. Federal aid includes the National Direct Student Loan, Supplemental Educational Opportunity Grant, Pell Grant, State Student Incentive Grant, Guaranteed Student Loan, College Work Study, and Parental Loan for Undergraduate Students.

Students must demonstrate progress from both a qualitative and quantitative standpoint. Qualitative refers to grade point average, and quantitative refers to number of credit hours earned.

Grades

Applicants for financial aid must meet the University retention standards as outlined in the University catalogue. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorized to continue with his/her studies on a conditional basis, he/she is considered to meet this requirement of satisfactory progress.

Hours

An undergraduate student must earn at least 20 hours each academic year (an academic year is considered to be two regular semesters of enrollment). This requirement is based upon an allowed maximum time frame of 6 academic years to complete the undergraduate degree. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorized to continue with his/her studies on conditional basis, he/she is considered to meet this requirement of satisfactory progress.

A preliminary review will be made at midyear (following fall semester) to identify those students not meeting the required academic standards. Full-time students not successfully completing at least 10 hours, and less-than-full-time students not completing at least 5 hours will be determined deficient. Students not meeting the academic requirements outlined on the retention chart will be issued a warning and placed on probation for the spring semester.

Eligibility lost due to shortage of hours can be regained by successfully completing at least 10 hours plus the number short (for full-time students) or at least 5 hours plus the number short (for less-than-full-time students) during the next regular term. Eligibility lost due to failure to meet academic requirements can be regained by bringing the G.P.A. up to the standards outlined on the retention chart.

A student who is determined not to be making satisfactory progress may file an appeal on the grounds of mitigating circumstances. Mitigating circumstances may be considered to exist if any of the following apply: 1) Death in the immediate family circle. 2) Parental unemployment for 10 weeks or more. 3) Emotional trauma as ascertained by the Dean of Students or the Director of Student Development Center. 4) Change in major or academically related issues as certified by academic Dean.

Refunds

Financial aid recipients who withdraw from school are eligible to receive only that portion of the institutionally determined refund which exceeds the financial aid received. Refunds will be returned to the programs from which the student received aid. The following fraction will be used to determine the portion of the refund to be returned to the Title IV program(s) (Fed. Reg. Sep. 28, 1979, Sect. 168-21):

Total Title IV aid (minus CWSP)
Total Aid Package (minus CWSP)

The resulting fraction is applied to the institutional refund and the resulting amount (rounded to nearest whole dollar) is the amount of Title IV funds to be returned to Title IV program(s).

Repayments

Regarding cash refunds received prior to withdrawal, if a student's non-instructional educational expenses incurred

up to the time of withdrawal exceeded the amount of cash disbursement, the student does not owe a repayment. If cash disbursed exceeds these noninstructional costs of education incurred up to the time of withdrawal, the student does owe a repayment. The repayment is the difference between expenses incurred and the actual cash refund received. For the resident student, noninstructional expenses include an allowance of \$200 each semester, or \$50 each month, or portion thereof for books, transportation and personal items. For commuting students, noninstructional costs include an allowance of \$1000 each semester or \$250 each month or portion thereof for room, board, books and transportation. (The above allowances are prescribed by Pell Grant Regulations.) In determining the amount of overpayment to be returned to the Title IV program(s) the following fraction is applied:

Total Title IV Aid (minus CWSP, GSL, PLUS)
Total Aid Awarded (minus CWSP, GSL, PLUS)

Student Aid Accounts to be Refunded/Repaid

Once the amounts to be refunded and/or repaid are determined by the formulas explained, the proper amounts shall be refunded/repaid according to the priority lists shown. No one account shall be refunded/repaid with more than what you received from the account for the term of withdrawal.

- 1. National Direct Loan
- 2. Supplemental Educational Opportunity Grant
- 3. State Student Incentive Grant
- 4. Pell Grant
- 5. UNCW Scholarship/Grant
- 6. Other aid

Deferment Policy

Students who have preregistered and received a bill may obtain a deferment from the Financial Aid Office to present to the cashier to validate their preregistration. If the award allocated is less than the bill, payment covering the difference must be presented to the cashier with the deferment. Students who have received awards but did not preregister may pick up deferments at registration.

Payment of Awards

Financial Aid awards will be automatically credited to the recipient's account each semester. Students will need to report to the Financial Aid Office only if their aid includes outside agency checks which require endorsement. State Incentive grants, guaranteed loans, and civic club scholarships are forms of aid that typically require the student to endorse checks before aid can be credited to their account. Students who are eligible to receive refunds will be able to claim refund checks from the University Cashier following the beginning of classes at times to be announced. A schedule will be posted in the Cashier's and Financial Aid Office regarding these times. Students claiming refunds will be required to present identification; no one else may pick up a refund other than the intended recipient.

STUDENT DEVELOPMENT CENTER

Counseling and testing services are available for UNCW students without charge. Counseling is designed to assist students who have questions concerning their educational-career goals or personal problems which prevent them from realizing their potential. Counseling involves confidential interviews with a professional counselor or psychologist, and the use of tests when appropriate.

As a part of its services, the Student Development Center offers assistance in career development and in reading-study skills improvement. It also provides personal growth experiences through group participation in such areas as life planning, decision-making, couples enrichment, and communications. Students are encouraged to inquire about these services.

The Student Development Center administers group testing programs. These include SAT, GRE, NTE, MAT, GMAT and others. It also administers the institutional CLEP testing program of the University.

Appointments for counseling or inquiries may be made by calling 395-3280.

DISABLED STUDENTS

The University makes a concerted effort to assist disabled students who need assistance. This effort is coordinated by the Student Development Center. Disabled students are encouraged to contact the center to discuss their needs.

CAREER PLANNING AND PLACEMENT CENTER

The Career Planning and Placement Center, located in 106 University Union, is designed to help students obtain part-time, full-time or summer employment; develop career plans and job search skills; and acquire career information and learning opportunities.

The office coordinates job interviews between graduating seniors and employer representatives who visit the campus. Seniors interested in securing employment should register with the Center early in the academic year to receive relevant information and materials.

Employment opportunities for other students at the University are also available through the center, ranging from part-time to full-time positions. Interested students should register with the Placement Center, listing the type of work desired, special skills, qualifications and hours available for work.

Also within the center is a Job Service site which provides additional job information and assistance with the placement needs of UNCW students.

A credentials service is available to graduating seniors through the office.

Additionally, the Career Planning and Placement Center offers career counseling, internships and summer employment referrals, and Career Resource Library of occupational, career, job search and employer information.

OFFICE OF VETERANS' AFFAIRS

The Office of Veterans' Affairs in Hinton James Hall provides educational assistance to veterans and/or their dependents enrolled at The University of North Carolina at Wilmington. The OVA is concerned with the recruitment of veterans into the University and ensuring that they successfully complete their educational programs. The OVA works with other campus offices to conveniently serve the needs of veterans and dependent students.

Services to veterans and dependents include work-study positions, peer and professional counseling, community outreach services, tutorial services, and special programs for educationally disadvantaged veterans.

Veterans and dependents receiving VA educational benefits are required by the VA to pass at least one course the semester they begin their college training. All students receiving VA educational benefits are now required to come by the OVA at least once per semester. This is necessary to ensure prompt correspondence between the OVA and the Veterans' Administration.

UNCW keeps records of progress on veteran and nonveteran students alike. Progress records are furnished to the students, veterans and dependents, at the end of each scheduled school term.

The retention chart below will apply to all veterans and dependents using GI benefits for their education at UNCW.

Total	Required Quality Point
Hours	Average for Eligibility
Attempte	
6 to 26	1.2
27 to 58	1.5
59 to 88	1.8
89	20

THE WRITING PLACE

The Writing Place offers one-to-one tutoring for any academic writing assignment. Our tutors can help students get started with a paper, offer aid in the development and organization of a paper, and demonstrate strategies that help writers at each stage of the composing process. We are staffed by student, faculty, and community tutors. The Writing Place also makes available, by appointment, micro computers for word processing only. We are open from 9 a.m. until 9 p.m. on Monday through Thursday, and 9 a.m. until 2 p.m. on Friday. To schedule an appointment, call extension 3549 or stop by 203 Morton Hall.

UNIVERSITY UNION

The University Union is seen as the living room of the campus. Providing a variety of services for faculty, staff, and students, the Union also houses several offices: Career Planning & Placement, Development, Fledgling, Greek Life Office, Minority Affairs, Postal Services, Seahawk, Student Government Association, Student Activities, University Program Board, and the University Union administration.

Information Center

The Information Center is located on the first floor of the University Union and is open Monday-Friday, 8 a.m.-10:30 p.m., Saturday noon-10:30 p.m., and Sunday, noon-10 p.m. During school vacations the Information Center is staffed 8 a.m.-5 p.m.

Some of the services provided by the Information Center

- -Student addresses and telephone numbers
- -Campus lost and found
- -Campus-wide vending machine refunds
- -Change
- -Recreation and games equipment check-out
- -Community and campus event information and ticket
- -Wilmington area information and maps
- -Bus and plane schedules
- -Babysitter, typist, and tutor lists
- -Daily University Union schedule
- -Campus maps and telephone numbers
- -Discount movie tickets

If you have any questions about the campus or the Wilmington area, feel free to drop by the Information Center or give them a call at 395-3841 or 395-3846. They have the answers!

Student Activities

The Student Activities Office advises students and helps coordinate such diverse student interests and activities as fraternities, sororities, student publications, University Program Board, campus and community volunteer work, and campus-wide clubs and organizations. The office publishes a monthly activities calendar and edits the *Orientation News*.

Recreation and Games Areas

The University Union provides numerous recreation and games opportunities. The Union has championship-size billiard tables, table tennis, and current video games, available to all students, faculty, and staff for a nominal charge. The Union provides all the necessary equipment to use these areas. The Union also sponsors various recreation and games tournaments throughout the school year and weekly specials such as half-price billiards on weekends.

Snack Bar

ARA Food Services operates the campus snack bar on the first floor of the Union. Serving a wide variety of foods, it is also a popular gathering place, and is available for catered events by advance reservation.

Wachovia Teller II

Wachovia Bank has an automatic teller machine in the Union, conveniently located across from the Post Office. Wachovia Teller II is a participant in the Cirrus System, a banking network which enables users to use most North Carolina bank cards with the machine.

ID Cards

ID cards are issued to all students and are used for admittance to University functions and for identification on and off campus. ID's are made during the first days of the semester. They are issued and validated in the Union.

Part-time students receive a temporary, paper ID card. Full-time students receive a permanent, plastic card which is updated with a color-coded sticker each semester.

There is a \$5.00 charge to make a duplicate ID card if the original is lost. Replacement ID cards will be made in the Union Administration Office, Monday-Friday, 8:30 a.m.-10:30 a.m., and 2:30 p.m.-4:30 p.m.

ID's are used to: check books out of the library, get into the bookstore and the gymnasium, cash checks at the bookstore (\$20.00 limit), vote at student elections, pick up diplomas at Registrar's Office, pick up checks at the Financial Aid and Cashier's Office, and receive a basket card from the locker room in Hanover Hall.

Volunteer Opportunities

The Union Director acts as a liaison between the University and the Lower Cape Fear Voluntary Action Center to help students and faculty find suitable volunteer positions in the community. There are plenty of opportunities available for students regardless of their skills, interests, or talents. A "Volunteer Opportunities" booklet is distributed each fall which outlines many agency positions.

MINORITY AFFAIRS

The Office of Minority Affairs, located in Room 211 of the University Union, is responsible for the implementation of programs and activities designed to enhance the overall experiences of minority students at UNC-Wilmington. Some of the services/activities offered by Minority Affairs include:

- -Minority Mentor Program
- —Tutorial Assistance Program
- -Workshops
- -Black History Month Programs

The director invites all students to visit the office or call 395-3832 or 395-3439 to discuss ways in which the office can be of service.

UNIVERSITY BOOKSTORE

The University bookstore is located in the Student Support Center on the corner of "F" Street at Riegel Road.

Store Hours

Normal operating hours are 8 a.m. to 5 p.m. Monday through Friday. The fall and spring semester hours are extended until 8 p.m. for the initial two weeks. A valid ID is required for entrance to the bookstore.

Check Cashing

A valid ID is required to cash your personal check or one from your parents, not to exceed \$20.00 over your pur-

chase. Your local address, ID number and phone number must be on the check. Three weeks prior to semester ending, checks will be honored for purchase amount only. An \$8.00 fine will be assessed on each returned check.

Textbook Refunds

Full refund for new and used textbooks will be made during the first three weeks of classes upon presentation of your cash register receipt (one week for summer). All new textbooks MUST be clean and unmarked.

Defective books will be replaced at no charge and should be returned at once.

Buy Back

Buy-back days are conducted after each semester during exams. The bookstore will pay 50 percent of current selling price providing they can use the book in the following semester. Should the bookstore be unable to purchase your book at these terms, a wholesale price will be offered.

A valid ID is required for the selling of books during this time, and you must sign for books sold.

Services

Check Cashing Special Orders Caps & Gowns Announcements Class Rings

UNIVERSITY POST OFFICE

A U.S. Post Office and student post office boxes are located on the first floor of the University Union. Each student is provided a post office box in which all mail (with the exception of grades) is delivered.

Boxes are assigned at the beginning of the fall semester for the full academic year and are cancelled at the end of

the spring semester.

Keys to the boxes are issued at the Post Office. Post office box keys must be returned when any of the following three (3) events occur.

a. You withdraw from school

b. You are not returning the next semester

c. At the end of the Spring and Summer II semesters

There is no deposit required for the keys, but a \$10 replacement charge will be levied for lost or unreturned keys.

Áll services are available at the Post Office (stamps, money orders, etc.). The window hours are 8:30 a.m. - 4:30 p.m. Monday through Friday with the exception of federal and University holidays.

When a student will no longer be enrolled at the University, a change of address card should be filled out and left with the Post Office.

RANDALL LIBRARY

The William Madison Randall Library, completed in January, 1969, is named for the President Emeritus of Wilmington

College. It has a seating capacity for more than 500 readers and space for approximately 260,000 volumes. The library collection contains over 250,000 volumes shelved on open stacks according to the Library of Congress classification system. Rare and unique items are housed in the Helen Hagan Rare Book Room. Some 3,900 serial publications are regularly received, and extensive back files are maintained in bound volumes or on microform. Coin-operated machines for copying microforms and printed material are available.

Randall Library is a partial depository for United States government publications, and the collection of documents now consists of approximately 250,000 items.

An audio center with 18 listening stations and a wide variety of recordings are available for class assignments and personal enjoyment. Study rooms are available for small groups to study together, and a 73-seat auditorium is equipped for all types of audio-visual use. Lockers are provided for students doing honors work and other special projects.

The library is open 97 hours per week during the two regular academic sessions. Librarians trained in reference service will provide information and reader guidance to students and faculty. The hours are 7:45 a.m.-midnight, Monday through Thursday; 7:45 a.m.-9 p.m., Friday; 10:00 a.m.-6 p.m., Saturday; and 1 p.m.-midnight, Sunday. The library will post extended operating hours during examination periods.

Students should learn the library's policies and operational procedures, and use the library within these necessary guidelines. Student ID's are required to borrow library materials. Suggestions related to the library are always welcome and are actively solicited.

CAMPUS POLICE

The Department of Campus Police Services provides law enforcement and security services to the UNCW community. Desk and patrol operations are maintained on a twenty-four hour basis every day of the year.

Campus police officers are sworn law enforcement officers under N.C. G.S. 74A. These officers possess the same legal authority on UNCW property as do municipal and county law enforcement officers in their respective jurisdictions.

Each of the 13 police officers at UNCW exceeds North Carolina's training requirements for law enforcement officers.

Campus police investigate all crimes occurring on campus. In addition to enforcement and investigations, the campus police offer bicycle and moped registrations, escort service, films and lectures on crime prevention, Operation ID, and safety tips. All of the services are free and students are urged to participate.

Eighteen student positions are authorized in the department. Student security officers maintain the desk and provide foot and scooter patrol in the residential areas, University Union, Trask Coliseum, and Randall Library. The student security officers are not law enforcement officers but are authorized to enforce UNCW rules and the parking ordinance. Students interested in these positions may inquire at

the campus police office during normal business hours.

The campus police are equipped to assist motorists with dead batteries or those locking their keys in cars.

All vehicles parking on the campus must be registered with the Parking Office. Traffic and parking regulations may be obtained from the Parking Office located in the Student Support Center.

CAMPUS PARKING

Students and employees of the University are responsible for the registration of their respective vehicles and for compliance with rules and regulations governing the operation of these vehicles on University property. In the interest of fairness and legality, these rules and regulations apply equally to the public, University employees and students. The cooperation of vehicle operators in the administration and enforcement of traffic and parking regulations will enhance the convenience, safety, and general welfare of the University community.

Vehicle Registration

Students and employees of the University who operate or park a vehicle on the University campus must register their vehicle at the Parking Administration Office in the Student Support Center. All student vehicles must be registered annually at the beginning of the fall semester or within 48 hours after the first class of the fall/spring semesters and both summer sessions. Vehicles of students who register for classes after the beginning of the fall/spring semesters and both summer sessions must be registered within 48 hours of that date. All student decals, regardless of the date of issue, will expire at the end of the academic year.

Temporary Registration

In unusual circumstances, a student or faculty/staff member may obtain a temporary permit to operate an unregistered vehicle on the campus for a period not in excess of two weeks. If the individual has registered a vehicle on campus, the temporary permit is issued without charge. If the individual has not registered a vehicle on campus, a fee of \$2.00 per week will be charged.

Designated Parking

- A. Parking spaces for students are outlined by white lines.
- B. Parking spaces for employees are outlined by yellow lines. Employees may park between white lines when designated employee parking is not available.
- Parking spaces for visitors are outlined by yellow lines and identified by appropriate signs.
- Parking spaces for handicapped persons are outlined by yellow lines and identified by appropriate signs.
- E. Residence hall students may not park at the front of campus between 7 a.m. and 3 p.m., Monday through Friday.

Appeals Procedure

Students and employees may appeal traffic or parking citations to the Parking and Traffic Citation Board. The following steps should be taken in the appeals process:

- A. The traffic appeal form may be obtained from the Parking Administration Office within seven (7) days from the date of the citation.
- B. The appellant initiates an appeal by filing a traffic appeal form within the Parking Administration Office. A written detailed justification should be attached to the form. The Review Board will consider an appeal based on the written material submitted. However, appellants may request permission from the Board to present appeals in person.
- C. Appellants will be notified by letter of the Review Board's decision. Those appeals that are denied must be paid at the University Cashier's Office within seven (7) days.

OFF-LIMITS PROPERTY

The eastern section of the University's property, which is undeveloped, should not be used for any purpose by students.

Comprising approximately 60 percent of the total campus, the area is posted with "No Trespassing" signs, which should be observed.

STUDENT HEALTH CENTER

The UNCW Student Health Service (SHS), is located in the Student Support Center. The SHS is open Monday-Friday, 8:30 a.m.-5 p.m. A Wilmington Health Associates' physician is on call for urgent and emergency medical care after 5 p.m., Monday-Friday, and on weekends (763-8251).

The SHS professional staff includes a physician's assistant, two nurse practitioners, two nurses, a medical assistant, and the coordinator of health promotion services.

Eligibility for Service

Any student taking 6 or more credit hours (living either on and off campus) is eligible to utilize the SHS. It is important that you show your UNCW ID card each time you visit the SHS or when you are referred to Wilmington Health Associates (WHA). Students taking less than 6 hours or who choose to remain in Wilmington during the summer months and are preregistered for fall classes may elect to purchase the SHS service through the Auxiliary Services Office.

Scope of Services

Services include diagnosis and treatment of general and acute medical problems, laboratory tests, allergy injections, contraceptive counseling and gynecologic examinations, weight control and nutrition counseling, smoking cessation, problem pregnancy determination and counseling, crisis intervention, referral, opportunities to explore ways to a healthier lifestyle, campuswide wellness events, residence hall programming in wellness, and wellness resource center.

On occasion students who require further evaluation are referred to a WHA physician. Physician services and diagnostic tests performed in the WHA office are covered by the agreement. Specialty diagnostic testing is not covered by this agreement. Referrals to specialists (surgeons, dermatologists, and orthopedists) other than WHA physicians are not covered by this agreement. Therefore, it is very important to avail yourself of the Student Health group insurance policy (if you or your family have no health insurance) available through SHS or the Dean of Students Office.

If you have an urgent care problem and opt to go to an emergency room or urgent care center without calling the WHA physician on call, you will be responsible for all charges incurred, including the physician's fee.

Emergency Procedures

Notify SHS at 395-3533 for assistance or questions. Students involved in serious accidents, or who appear to be seriously ill and/or require immediate hospital emergency care, should be taken to the emergency room as quickly as possible in a private car or by rescue squad. Campus security personnel can also be of great assistance to you in

these emergency situations. In all cases, the physician on call from Wilmington Health Associates office should be notified. This physician is available 24 hours a day. He will personally provide emergency treatment for serious medical problems or, in cases when the nature of the illness or injury or other circumstances warrants it, will assist in obtaining care from a qualified physician.

Medical Excuses

The SHS does not issue routine medical excuses. An instructor with your permission may verify that a "health problem" did exist and get an estimate of the extent of your disability. Specific details will not be released without your written consent. A Health Service professional may recommend a reduction of your course load or medical withdrawal from the University.

Confidentiality

All patient/health care provider interactions are confidential. All charts and records are confidential and parents, relatives, or friends *do not* have access to any information.

Academics

CHANGE OF NAME AND/OR ADDRESS

It is the responsibility of each student to give written notice to the Registrar's Office of any change in permanent address and/or name.

PREREGISTRATION

Preregistration for currently enrolled students is held each semester. Students who complete preregistration and pay fees by the designated date are registered. If declared academically ineligible at the end of the preceding semester, the preregistration is cancelled.

To preregister, you must:

- Obtain appointment with your advisor to obtain your Permit to Register and to plan your class schedule.
- Have your advisor sign your Permit to Register when your class schedule is completed.
- 3. Take your signed Permit to Register to the assigned Data Entry Station on or after the date indicated on your Permit.* You will be registered for all your classes. A copy of your class schedule will be available in your mailbox in the University Union the day after you preregister.

*You cannot preregister before the initial date on your Permit. If you attempt to preregister before this date, your preregistration will be cancelled.

Payment of Fees for Preregistration

If you have preregistered and you or your parents do not receive a bill, contact the Registrar's Office immediately. It is **your responsibility** to make sure that your payment is received by the cashier before the deadline published in the Schedule of Classes

All scholarships, loans, credit balances, etc., must be verified through the Financial Aid Office and validated by the Cashier's Office. Failure to give proper notification to these offices prior to the payment date, or failure to pay fees for whatever reason, will result in the cancellation of your preregistration.

REGISTRATION

Registration is limited to the time period specified in the University calendar of events. Classes may not be added after the last day of registration. Students may take up to 18 hours without restriction. Students who have a cumulative quality point average of 3.5 may be allowed, with special permission of the appropriate dean, to carry a maximum of 21 semester hours.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to graduate in 8 semesters, a student must average 15 to 16 hours per semester. The required number of hours passed for each classification is as follows:

Less than 27 semester hours credit - Freshman From 27-58 semester hours credit - Sophomore From 59-88 semester hours credit - Junior More than 88 semester hours credit - Senior

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

GRADES AND REPORTS

The University of North Carolina at Wilmington uses the quality point system and semester hour credit for calculating student achievement. Grade symbols used are A-Excellent, B-Good, C-Average, D-Passing, F-Failure, I-Incomplete. W-withdrawal.

Quality points are assigned as follows: 4-A, 3-B, 2-C, 1-D. No quality points are given for a grade of I, F, or W. The quality point ratio is determined by dividing the accumulated number of quality points earned by the accumulated number of semester hours attempted. Hours attempted for which a grade of I, F or W has been assigned must be included in this calculation.

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student. All incomplete grades must be removed according to a deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the incomplete was given; otherwise, the I becomes an F.

Grade reports are mailed to the student's permanent address at the end of each semester.

WITHDRAWAL POLICY FOR UNDERGRADUATE STUDENTS

A student is allowed to withdraw from the University or from individual courses through the first week of the semester without having a grade entered on the academic record. Inclusive of the second through the sixth week of the semester, any student who withdraws from the University or from individual courses will receive a grade of W. A grade of W will not affect the student's grade point average. Beginning with the seventh week of the semester, a grade of F will be assigned for each course withdrawal.

To withdraw from an individual class or classes, the student must submit a Schedule Revision Form(s) to the Registrar's Office prior to the last day for withdrawal as indicated in the University Calendar of Events. To withdraw from all classes, the student must process an official Withdrawal Form through the Dean of Students Office. If the

student is unable to appear in person to withdraw, written notice must be sent to the Dean of Students Office.

Should extenuating circumstances warrant, the grade of F assigned for course withdrawal may be changed to a W. This determination will be made by the dean of the school or college in which the student is enrolled. It is the student's responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred.

GRADE APPEAL PROCEDURE

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of the next regular semester.

The student shall present the appeal in writing to the chairman of the department within which the protested grade was awarded. By conferring with the student and the instructor, the chairman will seek resolution by mutual agreement.

Falling such resolution, the department chairman will transmit the written appeal to the appropriate dean, who will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the convening dean and five faculty members appointed by the dean. If the committee affirms the instructor's decision, the dean will notify in writing the faculty member, the student, and the department chairman as appropriate. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. If the re-evaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the re-evaluation is final and may not be further appealed.

DEAN'S LIST

Grade point average of 3.5 or better with no grade less than B is required for students taking 12-14 hours. Grade point average of 3.2 or better with no grade less than B is required for students taking 15 or more hours.

ADVANCED PLACEMENT

The University of North Carolina at Wilmington participates in the advanced placement programs of the College Entrance Examination Board. A brochure listing the examination's required minimum scores, course equivalents, and credits awarded is available through the Registrar's Office or the Admissions Office. A freshman who scores a 3 or above on the Advanced Placement test will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Individual departments have determined the specific courses for which credit will be given.

RETENTION CHART

Scholarship is both encouraged and required at The University of North Carolina at Wilmington. In order to remain at the University, all students must meet the quality point requirements as outlined below:

Total Hours Attempted	Average for Eligibility To Continue in the University
6-26	1.2
27-58	1.5
59-88	1.8
89 or more	2.0

Transfer students are placed in the above retention chart based on total hours transferred from all institutions attended. A transfer student's quality point average is computed only on work attempted through The University of North Carolina at Wilminoton.

GRADUATION REQUIREMENTS

Application for graduation must be filed in the Registrar's Office on or before the dates specified in the University calendar.

Students may qualify for the bachelor's degree by completing successfully (1) the basic studies requirements, (2) an approved course of study in an area of concentration, (3) a total of 124 semester hours of credit, and (4) a minimum quality point average of 2.0. The final 15 hours of credit required for the concentration must be completed at The University of North Carolina at Wilmington.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing the final 30 hours of course credit are completed at UNCW. Upon completion of all requirements, the student will receive either the Bachelor of Arts or the Bachelor of Science degree.

All graduates are invited to participate in commencement exercises which are held after the spring semester.

Caps and gowns are required for commencement exercises and may be picked up at the bookstore approximately one month before commencement. Also, announcements may be purchased at the bookstore.

Students must pay all University fees and fines prior to receiving their diplomas.

DEGREES WITH DISTINCTION

Three degrees with distinction are granted to graduating students based on all work attempted in meeting requirements for the degree as follows:

Cum Laude for an overall average of 3.50
Magna Cum Laude for an overall average of 3.70
Summa Cum Laude for an overall average of 3.90

Degrees with distinction are granted to transfer students under the following conditions:

- 1. The student must have the required overall average on all work attempted (including any transfer credit).
- The student must have the required average on work completed at The University of North Carolina at Wilmington.

Students who complete the Senior Honors Program satisfactorily will be graduated "With Honors in" the discipline in which the special work is undertaken.

RESIDENCY STATUS FOR TUITION PAYMENT

Residency status for tuition purposes is defined in the North Carolina General Statutes as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or quardian are not bona fide domiciliaries of the state, this fact shall be prima facie evidence of non-domiciliary status of the individual, (G.S. 116-143.1)

The initial classification of students as in-state or out-of-state residence for tuition purposes is made by the Admissions Office (undergraduate) and Graduate Office (graduate students). Appeals for in-state status may be made to the campus appeals body, Out-of-State Tuition Appeals Committee. University regulations governing residential classification of students are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of this manual. Students who are interested in referring to this manual can do so by going to the undergraduate Admissions Office, Dean of Students Office, the Registrar's Office or Randall Library.

Applications for Residence and Tuition Status can be obtained from the undergraduate and graduate Admissions Office, or the Registrar's Office. After completing the application, the student must turn it in to the Registrar's Office.

ACADEMIC REGULATIONS—GRADUATE STUDENTS

Graduate students should refer to the graduate studies section of the University catalog for policies and procedures.

STUDENT GRIEVANCE PROCEDURE

Any student who believes that he or she has a legitimate

greivance against another student or University employee may seek resolution of that grievance through the student grievance procedure. This procedure shall be applied to individual grievances other than (1) a grade appeal which is covered by the Grade Appeals Procedure, or (2) matters within the jurisdiction of the University Judicial System. Complaints involving a grade or other academic matter must be filed before the last day of the next succeeding regular semester. A complaint that is not academic related must be filed within thirty (30) days of the date the alleged incident occurred or from the date of the consequences of the alleged incident.

Procedure

Any student wishing to file a grievance should first discuss his or her complaint with the Dean of Students or the Federal Compliance Officer. The Dean of Students or Federal Compliance Officer will advise the student of the steps in the grievance process and, depending on the nature of the grievance, direct the student to the appropriate reviewing officer. Complaints against faculty members and EPA employees shall be referred to the appropriate Academic Dean, Director, or other University official who has most direct administrative jurisdiction over the person whose conduct is complained of, and complaints against SPA employees shall be referred to the Director of Personnel. Complaints may be made orally or in writing to the appropriate reviewing officer. Before either an administrative or grievance inquiry is begun, that officer must record the complaint in written statement identifying the grievant, the conduct complained of, and the employee alleged to have engaged in it. A copy of this record shall be provided in every case to the Federal Compliance Officer.

When a complainant seeks personal redress for an alleged wrong, then he or she must be willing to be identified to the person charged. If the complainant is willing to be identified, the reviewing officer will notify the person charged in writing, stating the complain and indicating that an informal inquiry will be conducted. If the complainant is not willing to be identified or ceases to seek personal redress, he or she should be advised that the institution, if it determines that such action is necessary, may pursue an inquiry on the institution's behalf and in its name rather than that of the individual. Administrative procedures are initiated by the institution to assure appropriate conduct by its employees, e.g. when the institution seeks to prevent likely recurrence of apparent improper conduct, even though no individual complainant wishes to pursue a personal grievance.

If the grievance cannot be resolved at an informal level, then the student may file a formal complaint with the Vice Chancellor who has administrative jurisdiction over the person named in the complaint. The Vice Chancellor will convene the student grievance panel. The chairperson of the Student Affairs Committee, after consultation with the appropriate Vice Chancellor and in consultation with the Student Affairs Committee, will appoint no less than five persons representing faculty, students, and staff when appropriate, to hear the grievance. Upon hearing the grievance, the student grievance panel shall make its recommendation to the Vice Chancellor who will render the decision. If the Vice Chancellor's resolution is not satisfactory to the complainant, he or she may appeal the Vice Chancellor's decision to the Chancellor who will render the final decision.

Student Life

STUDENT GOVERNMENT ASSOCIATION

The UNCW Student Government Association prides itself on its accomplishments as the student body's representative to the University administration and the community. Student Government receives a student fee to direct various projects and provides the basic financial support for some 20 clubs and organizations, such as the campus newspaper and programming board.

Student Government is modeled after state and federal governments with democracy as the focal point. Executive officers are elected by the student body each spring, and legislative representatives are elected from each class and at large, in the fall and spring. There is also a full judicial branch of SGA, whose members are elected and appointed by the students.

Students wanting to serve on advisory committees and boards or to voice their concerns are encouraged to come by the Student Government Office, Room 200 University

Union, or to attend Thursday night Senate meetings. All students are encouraged to participate.

UNIVERSITY UNION

The University Union exists because UNCW believes learning is not confined to the classroom, but instead is a constant and ongoing process. The mission of the Union is to facilitate this process by providing a wide range of services, programs, and resources. Explanations of these follow

Student Activities Office

Through the Office of Student Activities, the Union works to expand and complement the student's education by providing support to the approximately seventy student clubs and organizations that are officially registered on campus. The Student Activities Office assists clubs with the

planning, execution and evaluation of events and activities that are not only fun, but educational. In addition, the Student Activities Office provides expertise in the areas of leadership development programs, activity programing, contract negotiation, university policy and procedure explanations, budget preparation, and organization development.

The office maintains an open door policy and looks forward to helping all new students take advantage of the many opportunities to learn outside the classroom. If you would like more information concerning clubs and organizations, fraternities and sororities, or the University Program Board, please stop by the Student Activities Office in room 202 of the University Union.

University Program Board

The University Program Board is seven committees composed of highly energetic, creative students dedicated to the task of bringing quality activities to UNCW. The board is designed to streamline the method of programming and coordinate student efforts to offer a broad range of cultural, entertaining and social events.

UPB programming includes films, lectures, concerts, dances, coffeehouses, live performances, fine arts pro-

grams and many special events.

Events that the UPB has sponsored in the past include the Halloween Dance, Willie Nelson, Blackfoot, political activist Abbie Hoffman, student talent night, comedian Steven Wright and Spring Week—a week of fun-filled events highlighted by the Sea-Side Jam outdoor concert.

The UPB experience includes planning, producing and evaluating each event. In addition students acquire skills in contract negotiation, time and budget management, delegation and much more. The University Program Board has seven committees: Concert, Special Events, Minority Arts, Half Moon Productions (coffeehouse), Performing Arts and Lectures, Film and Video, and Residence Life. For more information about the University Program Board, call 395-3842 or come to the weekly meetings on Thursdays at 5:30 p.m. in room 201 of the University Union. The UPB office is located in the University Union Room 202C. Feel free to stop by and see us.

Organizations

A variety of social, academic, and service organizations enhance student life at The University of North Carolina at Wilmington. National sororities and fraternities on campus recognize students for their leadership and service. Several departments in the University have locally and nationally organized groups to stimulate interest in specific areas and to develop professional attitudes. A representative listing follows:

Fraternities and Sororities

Professional Fraternities

Alpha Kappa Delta (honorary) Phi Beta Lambda Psi Chi (honorary) Sigma Alpha Beta Sigma Pi Sigma (honorary)

Service Fraternity

Alpha Phi Omega

Social Fraternities

Alpha Phi Alpha

Chi Phi Delta Tau Delta

Kappa Alpha Psi

Kappa Sigma

Omega Psi Phi

Pi Kappa Phi

Sigma Alpha Epsilon

Tau Kappa Epsilon

Social Sororities

Alpha Delta Pi

Alpha Lambda Omega

Delta Sigma Theta

Delta Zeta

Clubs and Organizations

Art Guild

Atlantis

B. Frank Hall Philosophy and Religion Society

BACCHUS

Biology Club

Black Student Union (BSU)

Campus Christian Fellowship

Campus Crusade for Christ

Communications Club

Concert Choir

Criminal Justice Club

Earth Science Club

English Club

Fledgling

Football Club Foram

Forensics

Gospel Choir

Interfraternity Council

Math and Computer Science Club

Museum of World Cultures Club

National Association for Advancement of Colored People

(NAACP)

North Carolina Student Legislature (NCSL)

Outdoor Adventure Club

Panhellenic Council

Political Science Club

Psychology Club

Racquetball Club

Recreation Majors Association

Seahawk

Society of Physics Students

Student North Carolina Association of Educators

Surfing Club

UNCW Historical Society

UNCW Rugby Club

University Readers Theatre

University Program Board

V.O.I.C.E.

Way Bible Fellowship

Way Bible Fellowship
Women's Soccer Club

UNIVERSITY THEATRE

The University Theatre is an educational theatre dedicated to the creative advancement of the dramatic arts. Four major plays are presented during the academic year with experimental work produced on demand.

The University Theatre provides a place for students to expand their theatrical curiosity of the educational, recreational and experimental outlets indigenous to the theatre, onstage, backstage and before the stage.

For information concerning auditions and performance, contact the Division of Drama of the Department of Creative Arts

UNIVERSITY READERS THEATRE

The University Readers Theatre offers students an opportunity to participate in the group performance of literature. Readers experience the imaginative process of bringing literature to life, from short stories and novels to poetry and drama.

For information concerning auditions and performances, contact Carole Tallant, Division of Speech Communication, Department of Creative Arts.

INSTRUMENTAL ENSEMBLES

The University Pep Band is open to all students and plays for most home basketball games. Credit for performance in this ensemble is available. Contact Harry McLamb, Division of Music, Department of Creative Arts, for further information.

The UNCW Wind Ensemble is organized each semester to provide instrumental music experience for students who want it. Membership is open to any student who has had instrumental experience, with the approval of the director, and participants may earn credit. The University Wind Ensemble presents concerts each semester.

The UNCW Jazz Ensembles program consists of a large ensemble and smaller ensembles. The large ensemble performs contemporary big band music while the smaller groups perform jazz-fusion and/or mainstream jazz. Credit for performance in these ensembles is available. The UNCW Jazz Ensembles perform several concerts on and off campus each semester. Development of performance in the jazz idiom is stressed. These groups are open to any student who has had instrumental experience. Auditions for each group are held at the beginning of each semester. Further information may be obtained from Frank Bongiorno, Division of Music, Department of Creative Arts.

VOCAL ENSEMBLES

The UNCW Concert Choir is organized each semester to provide vocal musical experience for students who desire it. Membership is open to any student in the University

with the approval of the director, and any participant may earn credit. Participation of non-music majors may be supplemented by private lessons, also for credit.

The University Concert Choir and its small ensemble, the Chamber Singers, regularly provide music for University functions, appear on radio and television, and act as ambassadors from the University at a wide spectrum of community functions. In 1982, the Chamber Singers performed at the World's Fair.

WILMINGTON SYMPHONY ORCHESTRA

The Wilmington Symphony Orchestra gives citizens as well as students the opportunity to use their musical talents in a cooperative endeavor. Five concerts are given during the school year. Rehearsals are held each Tuesday from 7:30 p.m. to 9:30 p.m. UNCW students receive one credit hour per semester. Interested students should contact Dr. Richard Deas in Kenan Hall, Room 116.

BOOST ALCOHOL CONSCIOUSNESS CONCERNING THE HEALTH OF UNIVERSITY STUDENTS (BACCHUS)

BACCHUS is a student group that promotes the responsible use and non-use of alcohol. The stated purpose of BACCHUS is to:

Encourage responsible drinking behavior within the campus community.

Work to alleviate problems of alcohol abuse and educate and inform students, faculty and administrators of alcohol use and abuse.

Facilitate alcohol-related research.

Increase student awareness of healthy alternatives to alcohol abuse.

Enhance communication within the campus community regarding alcohol-related matters.

BACCHUS does not find it necessary to condemn alcohol or drinking in order to deal with the harmful misuse of alcohol. Instead, it recognizes the important and positive role school has played in social and religious activities.

BACCHUS is students helping students understand alcohol and its use and non-use.

BACCHUS sponsors different activities at UNCW. If you would like more information about BACCHUS and are interested in joining the UNCW Chapter, contact the Dean of Students Office, Alderman Hall, Room 110.

RAFFLE GUIDELINES

It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:

- A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.
- Most clubs and organizations operating under the auspices of UNCW may claim tax-exempt status. Those organizations claiming national affiliation (i.e. fraterni-

- ties) must be able to prove exempt status through their national organization.
- The organization conducting the raffle must have been in continuous existence in the county of operation of the raffle for at least one year.
- The maximum cash prize for a raffle is \$1000. There is a \$25,000 limit on the value of merchandise that may be offered.
- No alcoholic beverages may be raffled.
- 6. An organization may sponsor only two raffles per year.
- No person may be compensated for conducting a raffle
- Proceeds derived from the raffle may be expended for the prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes. No proceeds may be used for social functions for the members of the sponsoring organization.

Please contact the Dean of Students Office or New Hanover Sheriff's Department for further information.

NON-TRADITIONAL STUDENTS

The term "non-traditional" refers to students over 23 years of age who have returned to an academic setting after an absence and who have job and/or family responsibilities. Approximately one-fourth of the student body meets these criteria.

Non-traditional students are encouraged to become active in every aspect of campus life. In an effort to meet the needs of these students, the University has designated the Associate Dean of Students in Alderman 110 as the contact person.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Who's Who recognizes students whose academic standing, participation in extracurricular activities and community service are decidedly above average. A student may be nominated once as a junior, once as a senior, and once as a graduate student. Nominations may be submitted by faculty, staff, and/or students between September 11 and October 3. Applications for nominees are available in the Student Activities Office, 202 University Union.

In order to be nominated at UNCW, a student must have a 2.5 cumulative grade point average and a minimum of 59 semester hours prior to the beginning of fall semester.

PUBLICATIONS

Atlantis

Atlantis, the UNCW student literary-art magazine, is published twice a year. Atlantis is written, edited and designed by UNCW students. The magazine is sponsored by the English department and its creative writing program and funded by the SGA. Students are invited to submit poetry, short stories, and art to the Atlantis office and to apply for positions on the staff. The literary-art magazine aims to discover the creative talents of UNCW students.

Fledgling

Each year a staff of students at UNCW works to compile an accurate and meaningful account of life on campus. The publication is known as the *Fledgling* and is distributed in the spring.

The staff tries to capture in pictures and words everything that happens, trying to represent and recognize every student in some way. Any interested student is eagerly welcomed to the Fledaling staff.

Seahawk

The regular weekly newspaper of the students of UNCW, the Seahawk, is a vital voice of University activities. It provides a forum for the expression of ideas, thoughts and open, honest communication. The staff is open to anyone who wishes to work as an editor, reporter, columnist, typist, artist, photographer or layout specialist. In addition to furnishing news articles, features and editorials for interest and entertainment, the Seahawk provides such services as free classified ads to those within the University community. The staff invites any interested person to visit the office located in the University Union.

Catalogues

Students are given one catalogue at the beginning of each academic year. After that, if the catalogue is lost, a copy may be purchased from the bookstore for a nominal fee.

SUBSTANCE ABUSE ADVISORY BOARD

The UNCW Substance Abuse Advisory Board, a group of student, faculty, staff and community volunteers, studies alcohol use on campus, provides information about the effects of alcohol, and encourages deliberate and responsible decision-making about alcohol use.

Information sessions about decision-making, safe drinking attitudes, legal responsibilities, party planning, and University regulations are available to students, clubs, organizations and residence life groups. Students who want more information about these services should contact the Dean of Students Office, Alderman 110.

INTRAMURALS

Objectives of the Intramural Program

The Intramural Office conducts a program of varied activities to provide students with the opportunity to participate in organized individual and team sports. The program does not require the intense training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition and good sportsmanship.

The intramural program will attempt to contribute to the student's overall educational experiences by providing:

- Organic vigor, strength, endurance, and emotional readiness through competition in enjoyable activities that relieve tension and encourage companionship.
- An opportunity to participate individually or on a team in a wholesome program.
- An opportunity to participate in activities which will carry over into later life.
- An opportunity for the development of sportsmanship and a respect for the will of others.

How to Enter Intramural Activity

Steps to Follow to Organize a Team

- Check IM bulletin boards for: (a) yearly calendar; (b) biweekly calendar; (c) entry deadlines; (d) starting dates. Check activity information sheets which precede each activity for exact dates. Check the moving message board in the cafeteria.
 - 2. For all activities, get entry blanks from the IM office.
 - 3. Check on the eligibility of your team personnel.
- 4. List the names of your team members on the entry form. List a phone number for the manager.
- 5. Return the completed entry form personally to the IM office on or before the designated entry deadline. Entry forms will not be accepted through the mail.
- 6. If you do not wish to organize a team, but wish to play on one, contact the IM office.

Mandatory Team Captain's Meeting (most activities have required meetings)

- 1. Season schedules, rules, and other necessary information are distributed.
- Teams not represented at the team captain's meeting will not be eligible for competition. The representative must be the team captain or a member of the team and his or her name must appear on the roster.
- 3. Dates for meetings will be distributed on activity information sheets and bulletin boards.

Policy

When an individual participates on an intercollegiate

team (varsity or junior varsity) through the first team cut, he or she forfeits the right to intramural participation in that sport, and closely related sports (i.e. basketball, free throws, one-on-one, three-on-three) for the remainder of the current academic year and the following academic year. Following the "lay out" year the individual may re-enter the "intramural ranks" with no restrictions.

The student is responsible for medical expenses incurred as a result of any injury during an intramural activity.

Sportsmanship

A part of the philosophy of the intramural program is that good sportsmanship is vital to the conduct of every contest. To encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions to warn, penalize, or eject players or teams for poor sportsmanship. These decisions are final. The University Intramural Advisory Committee will rule on further penalties for unsportsmanlike conduct. The following are considered to be evidence of unsportsmanlike conduct:

Profanity.

Unnecessary delay of game.

Striking or shoving an opponent (automatic ejection from the game).

Arguing with officials concerning decisions (discussion is allowed as long as it is done in a mature manner by the team captain only).

Derogatory and abusive remarks toward an opponent, official, or spectator.

Any action which is intended to physically injure an opponent.

Any action which shows disregard for the rules or policies of the intramural program.

Divisions of Intramural Competition

All activities provided by the IM Department can have three divisions: men's, women's, and co-rec. The number of divisions is determined by the number of entries.

Awards

Certificates are awarded to league champions and overall champions in each sport.

VARSITY CHEERLEADERS

Cheerleader tryouts for upperclassmen are held in the spring of each year. All current cheerleaders who wish to continue on the squad must try out again at this time. It is the objective that five males and five females be selected at spring tryouts. Slots are held open for the selection of additional members and alternates for all incoming freshmen in the fall tryouts.

ATHLETICS

The University holds membership in the National Collegiate Athletic Association and is a member of the Colonial

Athletic Association. There are eight intercollegiate teams fielded for men and seven for women as shown below.

Men's varsity sports include soccer, basketball, tennis, golf, baseball, swimming, cross-country, and water polo.

Women's varsity sports include volleyball, basketball, tennis, golf, softball, swimming and cross-country.

A tryout period for each varsity sport is held for students interested in participating.

TENNIS COURTS

The tennis courts, located beside Hanover Hall Gymnasium and behind Galloway Hall, are available for all students, faculty and staff. A valid ID is required. Courts are generally open from 3 to 9 p.m. or at any time there are not physical education classes scheduled.

EXERCISE AND TRAINING FACILITIES

The weight training and exercise facilities of Trask Coliseum are available throughout the day to members of the University community. Consult the management of Trask for rules and regulations governing use of these facilities.

SWIMMING AND DIVING

The pool facilities of Trask Coliseum are available to students, faculty and staff at various hours of the day. Free swim hours are posted, and a diving tank is also available. Check pool regulations before using the facilities to assure you have the proper gear and attire.

Check bulletin boards in pool area for updates and time changes in free swim hours.

HANDBALL AND RACQUETBALL

The handball and racquetball courts are available for student use during non-class hours. Courts must be reserved prior to use on the same day you wish to play. Equipment is provided for your use when you present a valid ID to the attendant.

BASKETBALL AND VOLLEYBALL COURTS

In the afternoon and evening during non-class hours, students can use the basketball and volleyball courts in Hanover Hall Gymnasium. Time for court use fluctuates depending on intramural sports schedules.

Residence Life

OFFICE OF RESIDENCE LIFE

The Office of Residence Life strives to provide students with diverse and meaningful learning experiences outside of the classroom. On-campus student life is enhanced by providing a variety of opportunities for educational development, social interaction and athletic competition. The residence life program facilitates the growth of each resident through positive experiences in community living, self-discipline, and decision-making.

COORDINATOR FOR RESIDENCE LIFE

The coordinator has primary responsibility for supervising and coordinating all aspects of student life in the University residence life program. These responsibilities include training and supervising staff, coordinating residence education programming, and monitoring student behavior in the residence halls and apartments.

AREA COORDINATORS FOR RESIDENCE LIFE

The two area coordinators are full-time, live-in professionals who report to the Coordinator of Residence Life. These individuals are assigned to specific residence life areas and are responsible for supervising undergraduate staff and implementing the residence life program. The area

coordinators work actively with staff and students to promote a positive community environment.

RESIDENT DIRECTOR

The resident director is an upperclassman assigned to a specific residence hall and supervised by the area coordinator. The resident director is responsible for general operation of his or her hall, including supervision of resident assistants, enforcement of University policies, and implementation of educational, social, and recreational programs.

RESIDENT ASSISTANTS

A resident assistant is assigned to each floor in the residence hall and in certain apartment buildings. His or her responsibilities include counseling, advising, programing, and enforcing University policy. Resident assistants have a working knowledge of the University, enabling them to mediate, assist, advise, and be a liaison between students and other members of the campus community. Resident assistants coordinate monthly health inspections, initiate maintenance reports, and monitor their respective areas.

HOUSEKEEPING STAFF

The housekeeping staff is responsible for the general cleanliness of the residence halls, a task done only with the

cooperation of the students. Although students are responsible for the cleanliness of their rooms, the housekeepers clean hallways, bathrooms and lounges on a daily basis. However, it is not the responsibility of the housekeepers to pick up after students, so it is important that students aid housekeeping by emptying their own trash cans, cleaning up their own messes, and not cluttering public areas with their personal belongings.

FACILITIES

The University operates four residence halls (Galloway Hall, Belk Hall, Hewlett Hall and Graham Hall) with facilities for approximately 500 men and 500 women. Each residence hall is supervised by a resident director and resident assistants whose primary duties are to help the students on their floors adjust to University living. In addition, the University operates an apartment complex with facilities for approximately 200 men and 200 women. A new residence hall is proposed to open in the Fall, 1985.

CONTRACT AND FEES

The agreement to live on campus constitutes a contract that (1) the student resides on campus for the entire academic year, (2) the student selects a dining plan, (3) the student abides by all rules and regulations of the University as printed in this Student Handbook.

The student may cancel the agreement, without forfeiture of deposit, by written notification to the Housing Office by the published refund deadline date. No refund of room charges will be made once the student has officially checked in. However, a pro-rata refund of only the dining portion of the charges will be made to students who officially withdraw from the University. When space allows, double rooms may be occupied privately for \$100.00 over the regular room rate. At the beginning of each semester, students who did not request private rooms, but find themselves without a roommate due to cancellation or withdrawal, will be given the option to consolidate by moving or be assessed the private room fee. Students entering into this housing agreement in the fall semester are liable for the room charges for the fall and spring semesters. Students may be released from the annual agreement without forfeiture of second semester room charges in the following cases: (1) withdrawal from the University, (2) proof of legal marriage, (3) proof of transfer to another university, or (4) graduation.

Automatic termination of housing and dining agreement will result whenever a student becomes academically ineligible to return to the University. Students who have corrected their ineligibility status and wish to live in the residence halls or apartments must reapply for a housing and dining agreement.

EXPENSES

Two room and board plans are available for residence hall students. The rates per semester are:

Room and Board Plan "A" (15 meals per week) \$1045.00

Room and Board Plan "B" (21 meals per week) \$1070.00

Three room and board plans are available for apartment students. The rates per semester are:

Room and Board Plan "A" (15 meals per week) \$1157.50

Room and Board Plan "B" (21 meals per week) \$1182.50

Room and Board Plan "C" (10 meals per week) \$1132.50

Residence halls are furnished with closet, chest of drawers, twin bed, desk and chair. All apartments are furnished with oven/range, refrigerator, dining table and lounge furniture. Each apartment bedroom is furnished with twin bed, chest, wardrobe, desk and chair. Decorative venetian blinds are provided on each bedroom window. Draperies are not needed.

Meal plans are available to off-campus students. The rates per semester are:

Meal Plan "C" (10 meals per week)	\$400.00
Meal Plan "A" (15 meals per week)	\$425.00
Meal Plan "B" (21 meals per week)	\$450.00

REFRIGERATORS

Because of high energy consumption and lack of space, only small portable (2 cubic foot) refrigerators are allowed in the residence halls. Students desiring to rent a 2-cubic-foot refrigerator should contact the Housing Office for rental information. Students using their own refrigerators must register them with the Housing Office upon check-in at the residence halls. A \$10.00 annual utility fee will be charged for each privately owned unit.

CABLE TV HOOK-UP

Selected suite rooms in Belk, Graham and Hewlett have been provided with cable TV outlets. Use of these outlets requires an adapter cable. The adapter cable is available from the Housing Office at no charge. However, any student not returning the adapter at check-out will be charged a \$10.00 replacement fee.

Occasionally, students prefer to use TV sets in their bedrooms rather than the suite rooms. This practice is authorized *provided* all extension cables, Y-adapters, etc. are designed for cable TV use, and *provided* these modifications do not cause interference on the cable TV lines.

ELECTRICAL APPLIANCES

The electrical system is not designed to carry heavy overloads of electrical equipment. The maximum capacity assigned to each room is 1,000 watts. No single appliance which exceeds 700 watts may be used. This allows for the use of most thermostatically controlled coffee pots and popcorn poppers. Hair dryers, electric shavers, radios and TVs are also allowed. As a matter of safety, open-coil appliances are not allowed. Cooking is prohibited in the residence halls.

APARTMENT UTILITIES

Each apartment is metered for electrical usage, and the students residing in the apartment are responsible for monthly electrical service. Monthly electrical service is estimated to cost between \$20.00 and \$30.00 per student. The charge for electrical usage during the month of May will be billed to the University. The University will pay the May bill from each student's room payment; however, any carry-over electrical charges prior to the May bill will be the responsibility of the individual students.

Thermostats must be set at 55 to 60 degrees during Christmas break in order to avoid broken pipes and water damage to apartments and students' personal belongings. Damage resulting from the failure to adhere to this policy will not be the responsibility of the University.

VENDING MACHINES

Vending machines are located on the first floor of each residence hall and in Building "M" in the apartments. Occasionally, these machines will malfunction. If this happens, notify the work-study student on duty or the resident director and your money will be refunded.

Vending machines that are abused will be removed from the residence life area.

WASHERS AND DRYERS

Washers and dryers are located on each floor of the residence halls and in Building "M" in the apartments. The machines are coin operated. If they malfunction, you should notify the work-study student or resident director/apartment manager. Lost money will be refunded.

ATHLETIC AND RECREATIONAL EQUIPMENT

Each residence hall and apartment office has a limited amount of recreational equipment (i.e., cards, board games, outdoor equipment) that may be checked out by residents. To check-out the equipment, the resident will be required to present an ID card and assume personal responsibility for replacing lost or damaged equipment.

CHANGE MACHINES

A change machine is available in the Housing Office in Belk Hall, Monday through Friday from 8:00 a.m.—5:00 p.m.

A change machine is available in the Belk Hall RA office, Galloway Hall RA office and apartment manager's office during scheduled office hours.

TELEPHONES

Pay telephones are available on the following floors of the residence halls:

Galloway Hall		Belk Hall	
1st floor	791-9960	1st floor	799-9957
1st floor	791-9961	1st floor	799-9960
2nd floor	791-9935	Hewlett Hall	
3rd floor	791-9843	1st floor	799-9972
4th floor	791-9829	1st floor	799-9973
5th floor	791-9934	Graham Hall	
6th floor	791-9922	1st floor	791-9877
		1st floor	791-9800

Students may sign up for individual telephone service through Southern Bell Telephone Company.

KEY LOSS

Report a lost room key immediately to your RA, resident director or apartment manager. Students who lose their room keys will be charged \$10.00 to recombinate the room lock. Locks will be recombinated within 24 hours and new keys issued to room occupants. Students who fail to return their room keys at check-out will be charged a \$10.00 replacement fee.

Students who require entrance to their room and do not have their key should contact the on-duty residence life staff member. The residence life staff member will require student identification, collect and receipt a \$1.00 entrance fee, and unlock the door.

COMMON AREA DAMAGES

There are also occasions when damages occur in the common area of the floor or building, where individual responsibility is difficult to determine. In these situations, students and staff will work together to determine the nearest source of responsibility. Initially, the amount of such damages will be deducted from the residence life educational program fund until retribution is received from the person or group responsible.

BICYCLES

Bicycles are required to be registered with the Campus Police. There is no charge for registration. Bike racks are available for each building. Bikes must not be secured to trees, street signs, buildings, hand railings, handicapped ramps, or otherwise parked or secured in any manner which presents a safety hazard or causes damage. Violation of rules concerning bikes may result in confiscation of the bike by Campus Police.

EMERGENCY TELEPHONES

New Hanover County utilizes the 911 Emergency Telephone System. There are pay telephone stations located throughout the campus. If you need police, fire, or medical assistance, dial 911 from any pay phone or from your room. Each pay phone has an emergency location number posted. Be sure to tell the operator your location and nature of the emergency. No coin is required for the pay stations.

FIRE AND EMERGENCY EQUIPMENT

Fire alarms as well as fire extinguishers and fire hoses are located on each floor of the residence halls. If abused, this equipment will not function in the event of a fire, endangering the lives of many people. For this reason, if anyone is found tampering with or improperly using alarms, extinguishers or hoses, disciplinary and/or legal action will be taken. Pulling a false fire alarm, for example, could result in removal from the residence halls and/or a \$500 fine and/or 6 months in jail. Tampering with this equipment will be dealt with severely.

EVACUATION PROCEDURES

- 1. If a fire alarm sounds, evacuate the building.
- 2. If there is smoke in your room, keep low to the floor.
- Crawl to your window and open it a few inches to let in fresh air.
- 4. If your room is clear of smoke, touch your door before opening. If it is hot, do not open! Stay in your room, and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If smoke is entering the room, stuff all openings with towel, etc.
- If evacuating, take a coat, wear shoes and carry a towel to protect your face and hair from smoke and fire. Close your windows, turn out the lights, and shut and lock your door. Do not stop for personal belongings.
- Once in the corridor, head quickly but without panic to the stairway exit. Do not use the elevators under any circumstances.
- Exit down the stairway, making room for the persons on the other floors as they enter the stairway.
- 8. When you have exited, move away from the building. Keep out of the way of emergency personnel. If you believe someone may be trapped on your floor, report this immediately to fire fighters or Campus Police. Do not re-enter the building for any reason.

FURNITURE AND ROOM MAINTENANCE

Residence hall furniture is placed in the public areas of each building for the use of all students. Such furniture is not to be removed from the assigned area(s) and placed in individual rooms. Should University furniture be found in a student's room, a \$25.00 fine will be issued, and disciplinary action will be taken.

In living in a residence hall/apartment, the student assumes responsibility for the care of the room and its furnishings.

The residence life staff respects the students' rights to privacy and their desires to control their own environments. However, the staff also has the responsibility of providing quality facilities at reasonable costs to present and future students. Therefore, the staff reserves the right to enter student rooms to ensure that they are maintained in a safe and sanitary fashion and to make necessary repairs.

If conditions in a room violate state and University health

standards, a written notice will be given to the occupants of the room/suite/apartment describing the unacceptable condition and stating that they have 24 hours to clean the room/suite/apartment.

If such stipulation is not adhered to, the occupants can be evicted from the residence hall/apartment.

REPORTING REPAIRS

Report all needed room repairs promptly to your respective resident assistant or apartment manager. If the damage is the responsibility of one or both occupants of the room, charges will be made accordingly. The Housing Office reserves the right to assess charges for damages to the person(s) responsible. Damage charges will cover the cost of repairs and replacement. When damages occur in a particular public area, such as the lobby or hallway, the person(s) responsible will be assessed.

PAINTING ROOMS

Bedrooms and study rooms are painted with standard light pastel colors which are intended to accommodate most decorating designs and furnishings. Resident students may apply to the Residence Life Office for permission to paint designs or different colors in their rooms. The entire cost for such painting—including repainting at the end of the school year—will be borne by the student. Unauthorized painting will result in repainting costs as well as a possible fine

ROOM CHANGES

A week after the semester begins a designated time will be set aside for room changes. These changes will be made through the residence hall/apartment staff, if there is room to do so. Students making approved room changes after this designated time will be charged \$10.00 per change. Any students making unapproved room changes (any change not approved by the Housing Office) will be charged \$25.00 and may be required to move back to their original room.

SECURITY PRECAUTIONS

Room keys may not be duplicated (it's against state law), loaned or transferred to other persons.

Room doors should always be locked when the student is not in the room. The occupants of a room are responsible for what goes on in the room. In addition, the University residence halls/apartments are not responsible for the loss of property from the students' rooms.

Incidents of vandalism or property destruction are to be reported immediately to the residence life staff and campus police.

Strangers or persons acting suspiciously should be reported immediately to a staff member or security officer.

The residence halls will be locked nightly at 12:00 midnight for security reasons. No one except residents of the respective halls will be allowed to enter after such hours. Residents may enter by using the assigned key.

OVERNIGHT GUESTS

Should a resident student want to have a person of the same sex stay as an overnight guest in one of the resi-

dence halls/apartments, the resident assistant must register the visiting person in the main office upon arrival at the hall. If the guest is to stay beyond two consecutive nights, special permission must be granted by the Coordinator for Residence Life. The guest is the responsibility of the hosting student, and he or she must abide by all rules and regulations governing housing on campus.

SERVICE DIRECTORY

Academia Advisina	
Academic Advising	
	Assigned Advisor
	Registrar's Office, Hinton James Hall
	Academic Department Secretary
Advisor Change	
Alumni information	Alumni Affairs Office, 209 University Union
	Registrar's Office, Hinton James Hall
Calendar or Events	Development Office, 209 University Union,
0 14	or Information Center, 101 University UnionVice Chancellor for Student Affairs, 101 Alderman
Career Counseling	Student Development Center (Student Support Center)
	or Career Planning and Placement,
0 1 - (#00 1 1)	(University Union)
Cashing Checks (\$20 limit)	Bookstore
	Admissions Office, Hinton James Hall
	Registrar's Office, Hinton James Hall
	Student Activities Office, 202 University Union
	Student Development Center, Student Support Center
	Advisor
Dropping a Course	(1) Instructor, (2) Advisor, and (3) Card turned in to
5	Registrar's Office, Hinton James HallStudent Activities Office, 202 University Union
Fraternity and Sorority Information	Student Activities Office, 202 University Union
	Registrar's Office, Hinton James Hall
	Student Development Center, Student Support Center
	Student Development Center, Student Support Center
Health Insurance Information	Student Health Service, Student Support Center,
	Office of the Vice Chancellor for Student Affairs,
11	101 Alderman Hall, or Dean of Students Office, 110 Alderman Hall
Honors Program Applications	Registrar's Office, Hinton James Hall
Housing Information (On Campus)	Housing Office, Belk Residence Hall
	Housing Office, Belk Hall
	Union Administration Office, 214 University Union,
	Dean of Students Office, 110 Alderman Hall
	Financial Aid Office, Hinton James Hall
	Information Center, 101 University Union
Major Change	0 10 11 11 11 10 11 11 11
College of Arts and Sciences,	Hinton James Hall
Cameron School of Business Administration	on
	102 King Hall
	119 Hoggard Hall
iviear Card Replacement	Cafeteria
ivieal Pian information	Housing Office, Belk Residence Hall

Name Change	Registrar's Office, Hinton James Hall
	Seahawk Office, 205 University Union
Out-of-State Appeals Applications	
	Registrar's Office, Hinton James Hall
Parking Decal	
Part-time & Summer Work	
	106 University Union
Payment of Tuition and Fees	Cashier's Office, Hinton James Hall
Physical Forms Completed	Student Health Center, Student Support Center
Re-enrollment Applications	Admissions Office, Hinton James Hall
Room Reservations	Special Programs Office, 227 Hoggard Hall, or University Union
Schedule Conflict	
	Registrar's Office, Hinton James Hall
Student Government Association	
	Student Support Center
	Special Programs Office, 227 Hoggard Hall
	Student Development Center, Student Support Center
	Registrar's Office, Hinton James Hall
Tutoring	
	Student Development Center, Student Support Center
Validation Sticker for I.D. Cards	
	Dean of Students Office, 110 Alderman Hall

CAMPUS PHONE EXTENSIONS 395-3000

Accounting	3149	Creative Arts	3415	Health Center	3533
Admissions	3130	Art	3415	Hewlett Hall	3532
Advising Center	3245	Drama	3440	History	3307
Alumni Affairs	3616	Music	3390	Housing	3178
Anthropology	3420	Speech Communication	3440	Information Systems	
Art	3415	Criminal Justice	3420	Director	3540
Athletics	3230	Dean of Students	3119	Operations	3541
Auxiliary Services	3178	Development Office	3169	Administrative Services	3800
Belk Hall	3531	Director of Graduate Studies	3135	Academic Services	3805
Biological Sciences	3487	Drama	3440	Systems Development	3526
Bookstore	3188	Earth Sciences	3490	Institute for Marine Biomedic	cal
Business Affairs	3151	Engineering	3490	Research	256-3721
Cafeteria	3534	English	3320	Institutional Research	3520
CAMPUS COMMUNIQUE	3169	Federal Compliance	3840	Internal Auditing, Systems	
Campus Minister	3117	Financial Aid	3177	Accounting	3772
Campus Police	3184	Financial Services	3139	Intramurals	3261
Career Planning & Placement	3174	FLEDGLING Office	3548	Kenan Auditorium Manager	3442
Cashier	3164	Food Services	3534	Ticket Office	791-9695
Central Stores	3180	Foundation of UNCW	3170	Library Services	
Chancellor	3030	Galloway Hall	3530	Director 33	270 & 3271
Chemical & Physical Sciences		General College		Acquisitions	3199
Chemistry	3450	Advising Center	3245	Cataloging	3275
Physics	3462	Geography	3490	Circulation	3272
College of Arts & Sciences	3111	Geology	3490	Interlibrary Loans	3273
Communications	3440	Graduate Studies	3135	Reference	3760
Compliance Officer	3840	Graham Hall	3265	Serials	3278
Contracts & Grants	3167	Health, Physical Education		Special Collections	3276
Copy Center	3183	& Recreation	3250		

US Government		Registrar 3126	& 3125	Student Development Center	3280
Documents	3277	Residence Halls		Student Government	
Mathematical Sciences	3298	Coordinator of Residence Life	e 3241	Office 3555	3 & 3554
Minister (campus)	3117	Area Coordinators 3530	& 3532	Summer School Director	3193
Minority Affairs	3439 & 3832	Belk Hall	3531	Systems Accounting	3772
Modern Languages	3340	Galloway Hall	3530	The Writing Place	3549
Music	3390	Graham Hall	3265	Training Room	3238
News Bureau	3171	Hewlett Hall	3532	Trask Coliseum	3233
Payroll Officer	3163	ROTC Office 7	91-1133	Administrative Officer	3233
Personnel Services	3160	Safety Officer	3108	Pool	3237
Philosophy & Religion	3406	School of Business Administration		Locker Room	3240
Physical Plant	3101	Dean	3501	UNCW Calendar of Events	3171
Plant Engineer	3100	Accountancy	3509	UNCW Foundation	3170
Grounds	3107	Economics & Finance	3510	UNCW TODAY	3708
Housekeeping	3109	Management & Marketing	3424	U.S. Post Office (campus)	3182
Maintenance	3104	School of Education		Vending Services	3178
Motor Pool	3101	Dean	3354	Veterans Affairs	3136
Work Orders	3101	Curricular Studies	3366	Vice Chancellor for	
Placement Office	3174	Educational Design &		Academic Affairs	3137
Police (campus)	3184	Management	3350	Vice Chancellor for Business	
Political Science	3220	School of Nursing	3784	Affairs & Development	3151
Postal Services	3182	SEAHAWK Office	3229	Vice Chancellor for	
Printing Services	3183	Security Services	3184	Student Affairs	3117
Psychology	3370	Sociology & Anthropology	3420	Warehouse	3180
Public Relations	3171	Special Programs	3192		
Publications Officer	3708	Sports Information Director	3236		
Purchasing Services	3156 & 3158	Student Activities	3285		
Records Office	3126 & 3125	Student Affairs	3117		

CALENDAR OF EVENTS

Fall Semester, 1985 August 24, Saturday On-campus housing opens for NEW students at 12:00 noon Orientation begins On-campus housing opens for RETURNING August 25, Sunday students Orientation August 26, Monday August 27, Tuesday Orientation and advising Registration August 28, Wednesday Classes begin September 2, Monday September 5, Thursday Labor Day holiday Last day to drop or add without a grade September 19, Thursday Faculty meeting October 8, Tuesday Last day to withdraw with W -Undergraduate students October 16, Wednesday Fall vacation begins 10:30 p.m. October 21, Monday Fall vacation ends 8:00 a.m. October 30, Wednesday Graduation application deadline — Spring 1986 November 13, Wednesday Last day to withdraw with WP -Graduate Students November 27, Wednesday Thanksgiving vacation begins 10:30 p.m. December 2, Monday Thanksgiving vacation ends 8:00 a.m. December 10, Tuesday Last day of classes December 11-13, Final examinations

Wednesday-Friday

December 16-19. Monday-Thursday December 19, Thursday Final examinations

Fall semester ends

Spring Semester, 1986

January 8, Wednesday

On-campus housing opens for NEW students Orientation begins

January 9, Thursday January 10, Friday

Orientation and advising On-campus housing opens for RETURNING

January 10, Friday January 13, Monday students Registration Classes begin

Faculty meeting

Last day of classes

January 20, Monday February 21, Friday

Last day to drop or add without a grade Last day to withdraw with W -

February 28, Friday March 10, Monday March 21, Friday March 28, Friday April 1, Tuesday April 3, Thursday

Undergraduate Students Spring holidays begin 10:30 p.m. Spring holidays end 8:00 a.m. Graduation application deadline — Summer 1986

Easter vacation begins 10:30 p.m. Easter vacation ends 8:00 a.m.

Last day to withdraw with WP -Graduate Students

April 10, Thursday April 30, Wednesday May 1-2, Thursday-Friday May 5-9. Monday-Friday

Final examinations Final examinations May 9. Friday Spring Semester ends May 17. Saturday Commencement

Summer Session, 1st, 1986

May 25, Sunday May 27, Tuesday May 28. Wednesday May 30. Friday June 27, Friday June 30, Friday

On-campus housing opens Registration Classes begin; last day for registration Last day to drop or add without a grade Graduation application deadline — Fall 1986

Final examinations: term ends

Summer Session, 2nd, 1986

July 6, Sunday July 8, Tuesday July 9, Wednesday July 11, Friday August 11, Monday

On-campus housing opens Registration Classes begin; last day for registration Last day to drop or add without a grade Final examinations: term ends

Code of Student Life

PREFACE

The Code of Student Life outlines the rights and responsibilities and expected levels of conduct of students in the University community. The purpose of the rules outlined is to prevent abuse of the rights of others and to maintain an atmosphere in the University community appropriate for an institution of higher education. Materials included will help student organizations and members of the University desiring to use University facilities gain a better understanding of responsibilities of various boards and committees and understand student rights and responsibilities. Sections in the code cover academic concerns (grievances and standards) and student conduct and appeals.

The Code of Student Life will be published periodically. Interpretations of sections within the Code may be requested by contacting the Vice Chancellor for Student Affairs.

Rules included in the Code are subject to amendment or revision. Any member of the University community may submit amendments or revisions to the Vice Chancellor for Student Affairs for consideration. The Vice Chancellor for Student Affairs will ask the Student Affairs Committee, a standing advisory committee of the Faculty Senate, to make recommendations. The Vice Chancellor for Student Affairs will then make his/her recommendations to the Chancellor for final consideration.

Students at The University of North Carolina at Wilmington are subject to, and enjoy the protections of, the Constitutions and laws of the United States and of North Carolina, as well as the *Code* of the Board of Governors of The University of North Carolina and relevant policies of the Board of Governors and of the Board of Trustees of the University of North Carolina at Wilmington. This "Code of Student Lite" is interpreted by reference to these sources of law. The following sections of the University *Code* should be noted especially:

Section 600. Freedom and Responsibility In the University Community.

(1) The University of North Carolina is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

(2) The University and each constituent institution shall protect faculty and students in their responsible exercise of

the freedom to teach, to learn and otherwise to seek and speak the truth.

(3) Faculty and students of The University of North Carolina shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

Section 608. Students' Rights and Responsibilities.

(1) ... No constituent institution shall abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance.

(2) All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

(3) In applying regulations in the area of student discipline, each constituent institution shall adhere to the requirements of due process as set forth in Section 502 D(3) of this Code.

Section 502 D (3). Relation of the Chancellor to the Constituent Institutions.

Subject to any policies or regulations of the Board of Governors or of the Board of Trustees, it shall be the duty of the Chancellor to exercise full authority in the regulation of student affairs and in matters of student discipline in the institution. In the discharge of this duty, delegation of such authority may be made by the Chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the Chancellor be deemed necessary and expedient. In the discharge of his duty with respect to matters of student discipline, it shall be the duty of the Chancellor to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him and the right to such advice and assistance in his own defense as may be allowable under the regulations of the institution as approved by the Chancellor. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President to review the proceedings.

The UNCW Faculty and Student Senates have endorsed the "Joint Statement of Rights and Freedoms of Students" (Appendix A), which is applicable to UNCW to the extent consistent with the various sources of law identified above.

SECTION I—STUDENT ORGANIZATIONS

I-1 Introduction

Students bring to the University a variety of interests previously acquired and develop many new interests as members of the academic community. Students at UNCW are free to organize and join associations to promote their common interests. Student organizations wishing to be registered with UNCW must form and operate in compliance with University policies. This section outlines University policies pertaining to the formation and operation of student organizations including actions which may be taken by the University for noncompliance with these policies.

I-2 Student Organizations Committee

A. Student Organizations Committee (SOC), a standing advisory committee of the Chancellor, has review and recommending responsibility to the Chancellor for all student organizations, including registration of UNCW student organizations. Student governmental bodies do not fall within the definition of a student organization. The Committee has eleven members: five students appointed by Student Senate for one-year renewable terms, five faculty appointed by the Chancellor for three-year terms, and the Student Activities Adviser (Ex officio, non voting). The Dean of Students serves as an adviser without vote.

- B. Responsibilities of the committee include:
 - Formulating policy with the approval of the Chancellor for registration of UNCW student organizations and review, approve, and revoke registration of student organizations.
 - 2. Serving as an appellate body for hearing disputes within and between registered student organizations with authority to lessen but not increase sanctions imposed or recommended by other bodies. SOC may refer a case to the original hearing body for a rehearing.
 - 3. Considering appeals that pertain to registration procedures.

i-3 Applying for Registration as a Student Organization

A. Students planning to develop a student organization must register their intent in writing with the Student Activities office in the University Union. Groups which have filed this intent to organize form shall be granted use of University facilities for organizational meetings. If a proposed constitution is not submitted to the Student Activities office within one month of filing the intent to register form, permission for use of University facilities and services will be terminated (see Section IV).

- B. The Student Activity Adviser's Office will provide a current copy of SOC guidelines outlining registration procedures for student organizations. These guidelines detail criteria for student membership.
- C. When a group is ready to apply officially to SOC for registration, it must submit twelve copies of its constitu-

tion to the secretary of the Committee in the Office of the Student Activities Adviser. The Committee will meet with the student organization and review its constitution. If the constitution is approved, the organization is an officially registered UNCW student organization.

I-4 Rights of Registered Student Organizations

A. A registered organization is entitled:

 To be listed as a registered student organization. Only student organizations registered by SOC may use the name of the University or an abbreviation of it as a part of their name. Student organization sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed by UNCW.

To sponsor or present a public event on University property. Organizations undertaking this activity should consult with the Student Activities office for a statement of policy.

3. To raise funds or make other permissible solicitations on University property in accordance with University policy (see section IV-4).

4. To reserve the use of University facilities (see sections IV and VI-3).

5. To be eligible for possible funding by the UNCW Student Government Association according to Student Government guidelines.

B. Policies and actions of a student organization will be determined by those persons who hold bona fide membership in the organization.

C. Student organizations, including those affiliated with an extramural organization, shall be limited to members of the University community without respect to race, sex, creed, disability or national origin except for fraternities and sororities which may limit participation on the basis of sex (see Appendix B).

I-5 Duties of Registered Organizations

A registered organization must:

- A. Furnish to the Student Activities office at the beginning of each semester a complete list of adviser(s) and officers or other members of the organization who are authorized to speak for or represent the organization in its relations with the University and who are authorized to receive for the organization official notices, directives or information from the University. Each such list shall be kept current and accurate throughout the semester by the organization.
- B. Keep on file with the Student Activities office a current copy of its SOC approved constitution.
- C. Use a UNCW account for deposit and use of funds if any organization uses UNCW funding, collects dues and/or sponsors on-campus, fund-raising events.
 - D. If it advertises or promotes events or activities, do

so in a manner that does not suggest falsely that the event or activity is sponsored by the University.

- E. Plan and conduct activities furthering the purpose of the group as stated in its constitution.
- F. Schedule events with the Student Activities office in order to minimize program conflict.

I-6 Annual Review of Organizations

- A. Annually before November 1, the Student Activities office shall review the status of all organizations to determine whether they meet eligibility requirements specified previously and are conducting their affairs in accordance with SOC guidelines and policies outlined in this Code.
- B. If the Student Activities office determines that an organization is ineligible for registration, is inactive, or conducts its affairs in violation of University regulations or administrative rules, he/she shall notify the organization in writing of each deficiency and shall provide a copy of this correspondence to the chairperson of the SOC committee and the Dean of Students. If the organization fails or refuses to attempt to remedy each deficiency on or before the tenth class day after the date of the notice, the Student Activities office shall prepare a complaint based on the deficiency and forward it to the Student Organizations Committee for a determination of the student organization's registration status. SOC will follow the conduct review outlined below.

I-7 Conduct Review

A. A conduct review of any organization may be initiated by the Dean of Students or designee at the request of any registered campus organization, staff member, faculty member, or student. Prior to disciplinary action or sanction, the Dean of Students or designee shall investigate the alleged violation. After completing a preliminary investigation, the Dean or designee may:

- 1. Find no basis for complaint and dismiss the allegation as unfounded; or
- 2. Summon the officers of the organization for a conference and.
- 3. Either dismiss or proceed administratively by informing the organization of the following options for resolution of the disciplinary charges.
 - a. Plead not guilty to the charge(s) and have a regular hearing before the Student Organization Committee (SOC) where a determination of violation will be made. If a student organization is held responsible by the SOC, an appropriate sanction will be determined.
 - b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of violation will be made. If a student organization is held responsible by this administrative hearing officer, an appropriate sanction will be determined.
 - c. Plead guilty to the charge(s) and elect for the

SOC to determine an appropriate sanction.

d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.

- 4. A student organization choosing a regular hearing before the SOC has a right of appeal of the SOC decision to the Chancellor. A student organization choosing an administrative hearing before the Dean of Students or designee has a right to appeal to SOC and then to the Chancellor.
- B. The Dean of Students and the Student Organizations Committee have the following disciplinary sanctions for dealing with groups that have been found in violation of University policies.
 - 1. Oral Reprimand—An oral statement of disapproval.
 - Written Reprimand

 —A written reprimand involves
 a status of warning through the end of the next full
 semester, which terminates automatically when the
 imposed period expires.
 - 3. Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires.
 - 4. Suspension—Suspension involves withdrawal of student organization registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-registration. Suspension ordinarily is followed by a status of probation through the end of the following full semester, which terminates automatically when the imposed period expires.
 - 5. Indefinite Suspension—Indefinite suspension involves withdrawal of student organization registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-registration. Re-registration after an indefinite suspension requires that: the organization apply to the Dean of Students at the close of the imposed period; the Dean determine whether the organization has met the conditions imposed; and the Dean then consult with the SOC and either grant or deny the application for re-registration. A denial may be appealed to the SOC.
- C. SOC or the Dean as part of the disciplinary process may impose specific conditions and/or require the student organization to make restitution for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- D. Specific cases involving UNCW campus organizations that require immediate action shall be handled by the Vice Chancellor for Student Affairs. Action taken by the Vice Chancellor for Student Affairs may be appealed by the student organization to the SOC within five class

days. Action taken by SOC may be appealed by the student organization to the Chancellor within five class days.

E. An appeal as outlined above to each body shall be made in writing on or before the fifth class day after the decision of the appellate body. The notice shall contain the organization's name, date of decision or action, if any, and the name of the organization's representative, if any. All parties involved shall receive notification of the appeal and subsequent actions.

SECTION II—STUDENT CONDUCT AND APPEALS

II-1 Student Standards of Conduct

Students share in the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. When asked to report to any university office, a student is expected to appear at the time specified or arrange another appointment. All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected. (See Sections 600(3) and 608(2) of the University Code, quoted in full in the Preface to this "Code.")

A. Financial Transactions with the University

1. The Financial Services Office (Business Office) is responsible for matters relating to student financial transactions. Students who owe debts to the University may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid. Students who write insufficient fund checks to the University for registration fees may have their registration cancelled. Checks written to the University for purposes other than obligations to the University that are returned for insufficient funds may be the basis for legal and/or disciplinary action against the student issuing the check.

2. The Student Financial Aid Office reserves the right to revise or cancel student financial aid awards because of unauthorized changes in a recipient's enrollment status, inability to demonstrate satisfactory progress in his/her course of study, or failure to comply with written policies and procedures published by the Financial Aid Office.

B. Offenses

Notwithstanding actions taken by civil authorities, the Vice Chancellor for Student Affairs or his/her designee may initiate disciplinary proceedings as outlined in Section II-2 against a student who violates this "Code" or other applicable rules, including a student who:

1. Damages, defaces or destroys University property or property belonging to the University community or a visitor to the campus.

2. Unlawfully takes University property or property

of any other person.

 İllegally uses, possesses, and/or sells a drug or narcotic. Students are expected to abide by local ordinances, state and federal laws regarding the consumption or possession of drugs (see Appendix H).

4. Possesses firearms or other weapons on University property or at an event sponsored or supervised by the University or any recognized University organization (see Appendix C).

5. Conducts himself/herself in a manner that significantly interferes with the operations of the University (see Appendix G).

6. Conducts himself/herself in a manner that significantly endangers the health or safety of members of the University or visitors on the campus.

7. Tampers with fire equipment on the UNCW campus or sets a fire in or on University property.

8. Possesses or uses any explosive device including but not limited to firecrackers, cherry bombs, bottle rockets and dynamite.

 Possesses and uses an alcoholic beverage on campus in violation of State law and/or fails to abide by University policy on consumption and advertising of alcoholic beverages (see Appendix D and Appendix E).

10. Engages in hazing. Hazing by University groups is prohibited on or off campus. Hazing is defined in Appendix F.

11. Inflicts or threatens bodily harm upon any person while on University premeses, acts in a manner which creates a risk of bodily harm to any person who is on University property including but not limited to throwing objects from buildings, and threatens use of force to inflict bodily harm upon any person who is on University property.

12. Forges, alters, destroys or misuses University documents and records. Violations include but are not limited to forgery of applications for financial aid, admission, course changes and course credit, or alterations of transcripts or student identification cards.

13. Gains unauthorized entry to any University building and possesses unauthorized keys to University buildings. The duplication of a key issued to a student by the University is prohibited.

14. Gambles for money or other items of value; this includes playing of cards or other games of chance or skill for money or other items of value.

15. Lends, sells, or otherwise transfers a student identification card; uses a student I.D. and/or meal card if not its original holder.

16. Demonstrates and/or assembles in violation of North Carolina General Statutes 17-132.1 or the consolidated University "Policies, Procedures, and Disciplinary Actions in Case of Disruption of Educational Process" (see Appendix G).

17. Misuses a University computer in violation of rules and regulations of the University Computing Center.

18. Misuses University telephones—this includes use of University phones, including dainlines, without consent of those responsible for their control.

19. Engages in disorderly conduct including but not limited to verbally abusive or inappropriate be-

havior (see Appendix J).

20. Is in violation of any North Carolina and/or Federal penal law.

21. Discriminates against another student by using offensive speech or behavior of a biased or prejudiced nature related to one's personal characteristics, such as race, color, national origin, sex, religion, handicap or age.

22. Sexually harasses any other student, male or female, by making repeated and unwelcome sex-related comments, sexual overtures, or physical behavior, or by displaying offensive visual materials which interfere or are intended to interfere with another executives.

other person's work or study.

Please refer to Appendix G for a statement of University Policies, Procedures, and Disciplinary Action in Cases of Disruption of the Educational Process. This statement was adopted by the UNC Board of Trustees on October 27, 1970.

C. Identification of Students on Campus

- 1. In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University to an appropriate University official. A person may be asked to present some form of identification.
- 2. If any person refuses or fails upon request to present evidence of his/her identification and it reasonably appears that the person has no legitimate reason to be on the campus or in the facility, the person may be ejected from the campus or facility.

II-2 Initiation of Disciplinary Proceedings and Administrative Disposition

Under the direction of the Chancellor and through the Vice Chancellor for Student Affairs, the Dean of Students Office has primary responsibility and authority for the administration of student discipline. Further delegation of this authority may be made by the Dean of Students Office to residence hall staff and/or disciplinary bodies within the residence hall living environment, such as residence hall or Greek Council, or to disciplinary bodies of Student Government.

A. Filing Complaints

1. Any academic or administrative official, faculty or staff member or student may file a verbal or

written complaint with the Dean of Students Office against any student for misconduct.

2. While action on a complaint of violating a University regulation is pending, the status of the student shall not be altered except for reasons outlined in Section II-2-D.

B. Preliminary Investigation

When the Dean of Students receives information that a student has allegedly violated University regulations or local, state, or federal law, the Dean shall investigate the alleged violation. After completing a preliminary investigation, and Dean may:

- 1. Find no basis for the complaint and dismiss the allegation as unfounded, or
- 2. Summon the student for a conference and then either dismiss the allegation, or
- 3. Proceed administratively by informing the student of the following options for resolution of the disciplinary charges:
 - a. Plead not guilty to the charge(s) and have a regular hearing before the Campus Judicial board (CJB) where a determination of the responsibility will be made. If the student is held responsible by the Campus Judicial board (CJB), an appropriate sanction will be determined.
 - b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of responsibility will be made. If the student is held responsible by this administrative hearing officer, an appropriate sanction will be determined.
 - c. Plead guilty to the charge(s) and elect for the Campus Judicial board (CJB) to determine an appropriate sanction.
 - d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.
- 4. A student choosing a regular hearing before the CJB has a right of appeal of the CJB decision to the Chancellor. A student choosing an administrative hearing before the Dean of Students or designee has a right of appeal to CJB and then to the Chancellor.
- 5. If a student requests an administrative hearing before the Dean of Students or designee, at this point the student may waive all or part of the written notice requirements that follow. The student may also waive the number of days specified from the original date of the charge letter and proceed with the hearing. If the student chooses an administrative hearing, the Dean of Students or designee shall provide him/her:
 - a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent via certified mail.

- b. Review of all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.
- c. Choice between a closed hearing or one open to members of the University community.
- d. Choice between an Administrative or Campus Judicial Board (CJB) hearing.
- e. Assistance by an adviser of the student's choice. The adviser, upon request of the student, may
 - Advise the student concerning the preparation and presentation of his/her case
 - 2. Accompany the student to all judicial proceedings
 - 3. Have access to all materials relating to the case.
- f. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing. Unless the student waives all or part of the notice, the formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives this 5 day time limit.
- g. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.

C. Summoning a Student for a Conference

 Should a student not appear when requested by the Dean of Students or designee, the Dean of Students or designee may formally summon a student to appear for a conference in connection with an alleged violation by sending him/her a letter by certified mail, return receipt requested, addressed to the student at his/her campus mailbox.

The letter shall direct the student to appear at a specified time and place not less than three class days after the receipt of the letter. The letter shall also describe briefly the alleged violation.

3. If an accused student fails to respond to a charge letter and the required prehearing interview, the accused student forfeits the above options and will be notified by certified letter, sent at least seven days before a hearing before the Dean of Students or designee or, at the option of the Dean of Students, the CJB. At this hearing a decision of guilty or innocence will be made based on available information, with or without the accused student. When appropriate, a sanction will be determined and the student will be notified in writing.

D. Summary Suspension

1. Summary suspension is an action requiring that a student immediately leave the campus and University property. It may be imposed upon a student by the Vice Chancellor for Student Affairs or his designee when there is reasonable cause to believe,

based on available facts, that the student is an immediate threat to the safety of himself, other members of the University community or University property.

2. Any student who is suspended on a summary basis and returns to the campus and University property during the suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Dean of Students, or to participate in the disciplinary procedures against him/her) may be granted in writing by the Dean of Students or his/her designee.

3. When a student is suspended on a summary basis, he or she is given notice containing the reasons for suspension, the duration and any conditions that apply, and a copy of this summary suspension policy. A student notified of such summary suspension may, within ten class days of the written notice of suspension, request through the Dean of Students or designee a regular hearing before the CJB to determine the innocence or guilt of the student charged and the appropriate sanction and whether the conditions of the Summary Suspension should continue. This regular hearing, where normal procedures apply, before the Campus Judicial Board shall normally be conducted within five class days of the student's request for a hearing.

II-3 Campus Judicial Board

A. Campus Judicial Board

- 1. When a student requests a regular hearing before the Campus Judicial board or when a case is referred automatically by the Dean of Students or his designee, the Campus Judicial Board (CJB) becomes involved. CJB is a board of student government composed of eight members. The Vice Chancellor for Student Affairs serves as the adviser to CJB. The members are:
 - a. Two students appointed by the president of the Student Government Association
 - b. Two students appointed by the Vice-president of the Student Government Association
 - c. Two students appointed by Student Senate
 d. Two faculty members appointed by the Facul-
 - d. Two faculty members appointed by the Faculty Senate
- The chairperson and vice-chairperson of the CJB shall be appointed by the president of the Student Government Association with the approval of the Student Senate.
- Quorum—A quorum shall consist of four student members and one faculty member. During summer sessions a quorum shall consist of three students and one faculty member.
 - 4. Selection
 - a. CJB members will be appointed by May 1 each year Members serve a one-year term.
 - b. Should any vacancies occur during the course

of the year the CJB described above shall fill the seat

- c. Members of the CJB become active members only after they have been trained by the Dean of Students office.
- 5. Jurisdiction of CJB
- a. CJB is the highest disciplinary hearing body of the University
- b. CJB has appellate power to review decisions of disciplinary bodies and of the Dean of Students or designee with authority to lessen but not increase the sanction imposed or recommended by other bodies. CJB may refer a case to the original hearing body for a rehearing.
- c. CJB may have, at the request of the student, original jurisdiction in disciplinary cases.

B. Procedural Standards for CJB Cases

- All matters upon which the decision may be based must be introduced into evidence at the hearing before CJB. The decision shall be based solely upon such matters and must be supported by the evidence.
- All evidence will be admitted except that which is irrelevant or repetitious or which is obtained in violation of the search-and-entry provisions appearing in Section VII-5-H of this code.
- CJB records will be confidential and may be released only with the consent of the student involved. A written record of the proceedings and action taken will be filed with CJB.
- 4. No member of the hearing body who has a personal interest in the particular case may sit in judgment during the proceeding. In such cases in which a member cannot serve due to a conflict of interest, a temporary member may be appointed by the excused member's regular appointing authority to serve for the duration of the hearing.

C. Hearings before CJB

- 1. Prior to a hearing, the accused student is entitled to:
 - a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent via certified mail.
 - b. Review all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.
 - c. Choose between a closed hearing or one open to members of the University community.
 - d. Choose between an administrative or Campus Judicial Board (CJB) hearing.
 - e. Be assisted by an adviser of choice. The adviser upon request of the student may:
 - 1. Advise the student concerning the prepara-

tion and presentation of his/her case

- 2. Accompany the student to all judicial proceedings
- 3. Have access to all materials relating to the case
- f. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing, unless the student waives all or part of the notice. The formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives the limit.
- g. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.
- Duties of CJB—In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by CJB. CJB will:
 - a. Determine that the Dean has satisfactorily performed the requirements of Section II-3-C-2.
 - b. Rule on the admissibility of evidence, motions and objections to procedures; render a written decision as to the accused student's guilt or innocence of the charges; set forth findings of fact, determine the penalty if any; and provide the Dean and student with the copy of a decision.
- 3. Duties of the Dean of Students—The Dean shall: a. Consult the CJB in setting the date, time and
- a. Consult the CJB in setting the date, time and place for the hearing.
- b. Assist CJB in summoning witnesses and preparing evidence that is rquested by CJB.
- c. Notify the student by letter of the date, time and place for the hearing. The Dean shall send the letter by certified mail, return receipt requested, to the student at his/her campus mailbox. If the student charged is an unemancipated minor (under 18 years of age), a copy of the letter may be sent to his/her parent or guardian. The letter shall specify a hearing date not less than five class days after the date of the receipt of the letter. A student may request in writing that an earlier date be set, if feasible. The CJB, for good cause, may postpone the hearing and notify all interested persons of the new hearing date, time and place.
 - d. A letter mailed under part 3 shall:
 - 1. Direct the student charged to appear at a date, time and place specified.
 - 2. Advise the student of his/her rights:
 - a. To appear in person, hear all testimony, and present any relevant information in his/ her behalf, call witnesses, ask questions of any person present at the hearing.
 - b. To elect not to appear at the hearing. The hearing then shall be conducted in the student's absence.
 - c. To a closed or open hearing.
 - d. To be assisted by an adviser of choice.
 - e. To refuse to answer any questions or

make a statement—however, the hearing authority then shall make its decision solely on the basis of information introduced at the hearing.

f. To be judged guilty only upon a finding that is based on the information introduced at the hearing.

g. To know the identity of witnesses who will testify against him/her.

h. To question each witness who will testify against him/her for the purpose of clarification.

- i. To have all statements, information or comments given during the hearing held in strictest confidence by members of the board before, during and after deliberation. Only those faculty and staff with an educational need to know will be informed of the outcome. The chairperson will exercise control over the hearing to avoid needless consumption of time, to avoid repetition of information and to prevent the harassment or intimidation of participants.
- j. To have hearings conducted in an informal manner where technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though each witness shall be subject to cross-examination. Witnesses (except for the accused) shall be present during the hearing only during the time they are testifying. While written statements are admissible, no one shall be convicted who has not had the opportunity to confront and cross-examine the principal accuser and/or victim.
- k. To have a copy of the secretary's record of the hearing.
- I. To appeal as outlined in Section II-3-D.
- 3. Contain the name of the person appointed to act as chairperson of the CJB.
- Contain the names of witnesses who will testify against the student and a description of evidence and charges that will be offered against him/her
 - 5. Contain a copy of the complaint
- Notify the defendant that the Dean may question a student testifying in the defendant's behalf or question the defendant if he/she testifies in his/her own behalf.
- 4. If a student fails, without good cause, to comply with the letter sent under this section, CJB may proceed with the hearing in the student's absence, as has been outlined previously.
- 5. Hearing Procedure—CJB shall proceed generally as follows during the hearing:
 - a. The student states whether the hearing is to be open to the public or closed. If the hearing is to be open to the public, the student shall sign a written statement to that effect.
 - b. The chairperson of CJB reads a complaint and informs the student charged of his/her rights

as listed in Section II-3-C, and asks the student whether he/she pleads guilty or not guilty to the charge or charges before the Campus Judicial Board.

- c. The Dean presents the University's case.
- d. The student presents his/her defense.
- e. The Dean and the student defendant present rebuttal evidence and arguments.
- f. CJB deliberates and decides the issue of auilty or innocence.
- g. If CJB finds the student charged guilty, the Dean and student charged may present evidence and argument on an appropriate penalty.
- h. CJB deliberates and determines an appropriate penalty.
- i. CJB renders a written decision as to the accused student's guilt or innocence of charges. The decision states the penalty, if any, and procedures for appeal. The accused student and Dean of Students shall each be given a copy of the decision.
- 6. Hearing Record—The hearing record is confidential and consists of:
 - a. A copy of the notice forwarded to the student
 - b. A written summary of the hearing together with all documentary and other evidence offered or admitted in evidence
 - c. Written motions, pleas and any other material considered by CJB
 - d. The decisions of CJB

D. Appealing a CJB Decision

- The accused student may appeal the decision of CJB directly to the Chancellor of the University
- 2. An appeal of a decision of CJB shall be made by giving written notice to the Chancellor and to the Vice Chancellor for Student Affairs up to five days after the decision or action appealed was announced. The request for appeal shall be by memorandum. The memorandum must state the reason(s) for believing the decision of the CJB to be improper. The memorandum shall contain the student's name, the date of the decision or action, if any, and the name of the student's representative, if any.
- Notice of an appeal given by student defendant suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized in Section II-2-D.
- 4. The Chancellor may approve, reject or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. The Chancellor's decision must be forthcoming within ten class days of the date of the appeal. The action of each reviewing authority shall be communicated in writing to the student and to the Dean of Students.
- 5. The decision of the Chancellor of the University may be appealed to the Board of Trustees of the

University within ten class days of the date of the written decision was sent.

II-4 Authorized Disciplinary Sanctions

A. Levels of University disciplinary sanctions are:

1. Oral Reprimand—An oral statement of disapproval.

 Written Reprimand—A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.

3. Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires. In the event of a further violation of this "Code" or other applicable rules while on disciplinary probation, the University will seek the penalty of suspension.

4. Suspension—Suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for

re-enrollment.

- 5. Indefinite Suspension—Indefinite suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-enrollment. Re-enrollment after an indefinite suspension requires that: the student apply to the Dean of Students at the close of the imposed period; the Dean determine whether the student has met the conditions imposed; and is otherwise eligible for re-enrollment; and the Dean then consult with the CJB and either grant or deny re-enrollment. A denial may be appealed to the CJB.
- B. The CJB or the Dean, as part of the disciplinary process, may impose specific conditions (e.g., requirement of student to reimburse for damage to or destruction or misappropriation of University property or property of any person, restitution in the form of appropriate service to be performed, forfeiture of student i.D. to the Dean of Students Office for a specific period of time). Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. As part of the conditions established by the CJB, a student may be denied access to a residence life area or evicted from University housing.
- C. As a part of the disciplinary process, a student can be referred to the University Alcohol Education Program if the hearing body finds alcohol to be a contributing factor in the student's case.
- D. Residence Life Judicial Board and Greek Council may impose an oral reprimand, written reprimand or disciplinary probation, but may not impose the disciplinary penalty action of suepension or indefinite suspension. These student conduct boards may only rec-

ommend but not impose the disciplinary penalty action of suspension. Student dismissal from the residence hall system may be imposed by the Dean of Students upon the recommendation of a Residence Life Judicial Board.

II-5 Disciplinary Records

- A. A hearing record, notice of appeal and each petition for review are confidential and may not be disclosed in whole or part except as provided in Section 3-4. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record.
- B. Suspension or indefinite suspension are the only disciplinary actions reflected in the official transcript of the student. At the Dean's direction, the Registrar shall place on the student's permanent academic record the words "Hold." The Registrar shall remove the notation when the penalty expires or has been terminated.

SECTION III—STUDENT RECORDS

III-1 Introduction

The Family Rights and Privacy Act of 1974, (also known as "FERPA" or the "Buckley Amendment") is a Federal law which states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The law provides that the institution maintain the confidentiality of student educational records as defined in the statute.

III-2 Educational Records

- A. "Educational Records" include records directly related to a student which are maintained by UNCW. Education records do not include: records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records; employment records or alumni records. These records are not necessarily available to a student, but health records may be reviewed by physicians of the student's choosing.
- B. The University of North Carolina at Wilmington accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students "education records" without the written consent of students, except to: authorized personnel within the institution; officials of other institutions in which students seek to enroll; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; and authorized researchers who provide for confidentiality of the records; in compliance with a judicial order; and to persons in an emergency in order to protect the health or

safety of students or other persons. All these exceptions are permitted under the Act.

- C. Within The University of North Carolina at Wilmington community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the following offices:
 - a. Admissions
 - b. Financial Aid
 - c. Placement
 - d. Registrar
 - e. Business Affairs
 - f. Student Development Center
 - g. Vice Chancellor Student Affairs
 - h. Vice Chancellor Academic Affairs
 - i. Dean of Students
 - Academic personnel within the limitations of their "need to know."

III-3 Directory Information

- A. At its discretion, the institution may provide to the public, without prior approval, "Directory Information" in accordance with the provisions of the Act, to include: student name, local and permanent address, telephone number, date and place of birth, major field of study, date of attendance, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- B. Students may withhold Directory Information from public disclosure by notifying the Registrar in writing in a signed and dated statement. If this statement is not received in the Office of the Registrar prior to the day of registration, it will be assumed that the above information may be discharged for the remainder of the current semester or term. A new form for non-disclosure must be completed each semester or term.

III-4 Inspection and Review of Records

- A. The law provides students with the right to inspect and review (within forty-five days of request) information contained in their education records (as defined above), to challenge the contents of their education records and to have a hearing if the outcome of the challenge is unsatisfactory (see below), and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable.
- B. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records. Such records are maintained at several locations on the campus. The locations are shown in Appendix I, together with the title of the official to be contacted for access to the records. A written request may be required. Students wishing to review their education records must make written requests to the administrator shown there. If the student is uncertain as to the location of a particular record, a written request should be addressed to the University Registrar listing

the item or items of interest.

- C. Students may have copies made of their records unless a financial, academic, or disciplinary "hold" has been placed on the record by an appropriate University official. Such copies will be made at the student's expense at a cost of .10 per page with the exception being a student transcript which will cost \$1.00.
- D. Students may not inspect and review the following, as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

III-5 Amendment of a Student Record

- A. If a student believes that the information contained in his/her education records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the University amend the record. Such request shall be in writing addressed to the Registrar, and shall specify the amendment sought.
- B. The Registrar or his or her designee shall, within 30 days after receiving the student's request, and after consulting with appropriate University officials, decide whether the record will be amended in accordance with the request, and inform the student. If the decision is to refuse to amend the record in accordance with the request, that Registrar shall simultaneously advise the student that he or she may request a hearing to challenge the content of the education record to ensure that the information thereon is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of the student.
- C. If the Registrar receives a request for a hearing, he/she shall request that the Chancellor appoint a panel of three University faculty or staff members to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The Chancellor shall designate the chair of the panel and shall provide the panel such assistance as he deems appropriate.
- D. The chair of the hearing panel established as in Section C above shall notify the student and the Registrar of the date, time and place of the hearing at least five days before the hearing.
- E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the

information in the student's education record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The student may be assisted by individuals of his/her choice at his/her own expense, including an adviser.

- F. The Registrar or persons appearing in his/her behalf shall be afforded a like opportunity.
- G. The panel shall make its decision solely on the basis of the evidence presented at the hearing. The decision of the panel shall be in writing and shall include a summary of the evidence and the reasons for the decision
- H. If the opinion of the panel is that the information in the student's record is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, the Committee shall forward to the Chancellor its written recommendation. The Chancellor will forward to the student his decision in ten class days.
- I. If the panel decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the education record a statement commenting on the records and setting forth the reasons for disagreeing with the agency or institution. Such statement shall thereafter be maintained as part of the education record and thereafter disclosed to any party to whom the contested record is disclosed.
- J. If the student believes that the procedures determining the challenge were unfair or not in keeping with FERPA requirements, he/she may direct a written appeal to the Chancellor.
- K. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the University President. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201, concerning the alleged failures of University of North Carolina at Wilmington to comply with the Act.

For further information, students may consult the University Registrar, who has available copies of the statute and the Department of Education's regulations.

SECTION IV—USE OF UNIVERSITY FACILITIES

The University permits the orderly use of facilities by student organizations to further the educational process. Organizations desiring to use a University facility must comply with certain University policies and procedures so that institutional property may be protected and that the facility use is consistent with this designated intent. "Facility" is defined as meaning a physical education facilities, classroom, lecture hall, housing and food service facilities,

auditorium, University Union, other building or outdoor area of campus. University activities shall be given priority in use of facilities over outside groups.

IV-1 Reserving Space

- A. Student organizations registered by the Student Organizations Committee (SOC) and other University related groups desiring to use space must obtain permission from appropriate University officials. Students desiring to form a new organization are permitted limited use of University space for organizational meeting purposes only (see Section I-3).
- B. The University Union Scheduling Coordinator is responsible for facilities information and maintaining a listing of contact officials for the reservation of University facilities. Listed below are the contact offices for reservation of University facilities.
 - 1. Physical education/recreational facilities—Office of the Director of Athletics
 - Classrooms, lecture halls, housing and food service facilities (off-campus groups requesting use)
 Office of the Director of Special Programs
 - 3. Randall Library Auditorium—Office of the Director of Library Services
 - 4. Kenan Auditorium—Office of the Manager of Kenan Auditorium
 - 5. University Union—Office of the Director of University Union
 - 6. Outdoor areas on campus—Dean of Students Office
 - 7. Residence Halls—Director of Business Services
- C. An organization or individual student wishing to reserve one of the University facilities listed above should contact the office identified. Procedures for use of facilities identified above can be reviewed in each office responsible for facility use.
- D. Any peaceful assembly, protest, and demonstration where 50 or more people are expected to participate will be registered with the Dean of Students prior to the event. Whenever possible at least 24 hours lead time will be given.
- E. If a request for use of a facility is not approved, the applicant will be given a statement of reasons for refusal.
- F. Appeal of adverse decisions for use of University facilities may be made to the Facilities Use Committee composed of the Vice Chancellors for Academic Affairs, Business Affairs, and Student Affairs. The Facilities Use Committee, subject to approval of the Chancellor, shall have authority to revise policies and procedures regarding the use of University facilities by University groups.

IV-2 Regulations Regarding Petitions, Handbills, Signs, Posters, Bulletin Boards, Booths, Banners and Other Promotional Activities

A. All posters, notices and other literature must be placed on bulletin boards designated for that purpose

which are located throughout the campus. All bulletin boards or other means of posting materials are under the jurisdiction of the college, school, department or administrative office that maintains them. All posters or notices must be in accordance with the marketing practices described on page 49.

- B. General purpose bulletin boards outside the University buildings are provided at several locations. These bulletin boards may be used for commercial and informational purposes or for solicitation of charitable contribution. They may be used by any person or group without prior approval. Such bulletin boards bear the title "General Purpose." No posters or publicly distributed materials shall contain obscene, vulgar or libelous material, nor should any material be distributed which contains information in violation of any federal, state or local law or seeks unauthorized solicitation.
- C. Distributors of literature must not obstruct traffic, harass, or interfere with bypassers, block entrances, disturb others with excessive noise, litter premises, or disturb or interfere with academic or institutional activities.
- D. Postings and signs must be dated on the day of posting and normally should not remain beyond 14 days.
- E. Notices should not be placed over existing posters; however, outdated material may be removed to make room for upcoming events.
- F. In this section, "sign" includes billboard, decal, notice, placard, poster, banner or any kind of hand-held sign; and posting is defined as any means used for displaying a sign. A sign may not be:
 - 1. Attached to a shrub or plant; a tree, except by string to its trunk; a permanent sign installed for another purpose; a fence or chain or its supporting structure; a brick, concrete or masonry structure; a sanctuary, monument or similar structure; or
 - Posted on or adjacent to a fire hydrant; on or between a curb and sidewalk; in a University building, except on the bulletin board, as provided in Section IV-2-A.
 - 3. Placed on windshields of vehicles on campus.
- G. An outside booth is a table furnished by the University and temporarily installed for distributing petitions, handbills or literature, or for displaying signs, or for solicitation. A student or organization may install a booth after applying to the Dean of Students for permission on a form prescribed by the Dean.
- H. Banners may be hung in the University Union in the foyer of the main entrance, the courtyard, the center staircase foyer, and outside the Union in the trees on the west side of the building. For specific requirements contact the University Union Director or Operations Director (room 214).

IV-3 Political and Religious Activity

A. Registered University organizations may sponsor

activities on University property in behalf of a specific candidate for local, state or national political office.

B. Registered Student groups and student organizations associated for religious purposes may sponsor religious activities on University property with a person or group of persons who are not students, faculty or staff members.

IV-4 Solicitation Policy

Solicitation means the sale or offer for sale of any property or service and/or receipt of or request for any gift or contribution.

- A. No solicitation shall be conducted in any building or structure on the campus of the University of North Carolina at Wilmington or on the grounds, sidewalks or streets on the campus of the University of North Carolina at Wilmington except by the agents or employees of the University acting in the official capacity of their agency or employment or by student government and/ or registered student organizations, in accordance with this section on University policy.
- B. Registered student organizations of the institution may collect membership fees or dues at meetings of such organizations scheduled in accordance with the facilities-use regulations outlined in this section.
- C. There may be a collection of admission fees for an exhibition of films or other programs that are sponsored by the University, a recognized faculty group or a registered student organization and are scheduled in accordance with the facilities use regulations in this section.
 - D. Solicitation must be conducted in a way
 - That will not disturb or interfere with the regular academic or institutional programs being conducted on the campus
 - That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or sidewalks, streets, or entrances to the campus buildings or common areas of campus buildings
 - 3. That will not harass, embarrass or intimidate the person or persons being solicited
- E. Charitable fund-raising campaigns conducted on campus by individuals, student organizations or non-student campus groups must be approved by the Dean of Students and must be in compliance with the North Carolina "Solicitation of Charitable Funds Act."
- F. Student organizations and affiliated groups may conduct sales of goods only with the written approval of the Dean of Students. Approval will be granted under the following conditions:
 - 1. The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable causes
 - 2. All sales and sales promotions must be conducted by and only by members of the affiliated group
 - 3. Sales and sales promotions must be conducted

in space approved by the Dean of Students: (1) University Union and surrounding grounds, (2) Lower cafeteria lobby, (3) Mall area outside the cafeteria, and (4) Brooks Field. Other areas may be designated in special circumstances as determined by the Dean of Students.

4. Registered student organizations are required to provide a financial statement to the Student Activities office regarding the conduct of sales within 48

hours of the completion of the event.

5. Activities authorized by the University administration involving the sale of goods or services including but not limited to activities of the University bookstore personnel and representatives of education-supply firms, are exempt from this policy.

G. Regulations for on-campus ticket sales are as follows:1. An organization shall deposit all monies re-

ceived from ticket sales in a regular University account.

- In accordance with accounting procedures, an organization shall file with the Student Activities office a final report reconciling sales of tickets and names of recipients of complimentary tickets with all unused tickets.
- 3. All activities involving University funds or services are subject to University and state audit.
- 4. An organization should consult with the Student Activities office regarding fund-raising events. Tickets for fund-raising events shall indicate admission price, sponsoring organization and be prenumbered, unless they reserve specific seats for specific performances.

IV-5 Appeals Procedure

- A. The student organization or group aggrieved by a decision covered by this section of the code is entitled to appeal to the office of the Vice Chancellor for Student Affairs by giving written notice on or before the 5th class day after the decision is announced. The notice shall contain the student's or organization's name and mailing address, a concise description of the complaint, the reasons for disagreeing with the decision and the date of the decision was announced.
- B. When notice of the appeal is received, the Vice Chancellor for Student Affairs shall delegate responsibility for hearing that appeal. The delegate shall provide the student organization with an opportunity for a hearing and the person or organization shall be notified at least one day before the date of the hearing.
- C. The student or the organization may petition the Student Organization Committee (SOC) in writing, through the delegate, to review a decision which has been appealed. The Vice Chancellor for Student Affairs shall request SOC to review the appeal and make recommendations.

SECTION V—ACADEMIC HONOR CODE

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his or her own honesty. The following definitions and procedures are provided to help everyone realize the high value that is placed on academic integrity and the means that will be employed to insure its preservation.

V-1 Academic Dishonesty Offenses

Many forms of academic dishonesty are too obvious to require definition. Cheating on tests, providing or receiving unauthorized assistance, tampering with grades and records, stealing exams, and other similar misdeeds are patently dishonest and need no further discussion.

There is, however, one offense that has not always been subjected to the full disapproval it deserves, and that is plagiarism. Therefore, the following description is provided

to make the policy of this institution clear.

Plagiarism is the act of taking the work of someone else and passing it off as one's own. It is doubly unethical, since it deprives the true author of his/her rightful credit and then gives that credit to one to whom it is not due. It is thus a form of thievery as well as fraud and is totally out of place in an institution of higher learning.

Since, in stealing the work of another, one can use it in different ways, there are different kinds of plagiarism. The following three kinds are described by Harold C. Martin and Richard M. Ohmann in their book *The Logic and Rhetoric of Exposition* (1963):

- A. Word-for-word copying. Whenever someone else is directly quoted, honesty and courtesy require acknowledgement of the source. The quoted material should be placed in quotation marks and its exact location should be indicated, either in the text of the student's paper or in a footnote.
- B. The mosaic. To intersperse a few words of one's own here and there while basically copying the work of another is obviously unethical, unless one clearly acknowledges that this is being done. Should there be a valid reason for doing so then quotation marks or a general footnote should be used to show what belongs to the source and what is one's own contribution.
- C. The paraphrase. Once more the crucial point is acknowledgement. Sometimes one can paraphrase in order to simplify, abbreviate, or improve upon an original, but the reader deserves to know what is being presented to him and whose work it represents. Therefore, acknowledgement of the source is required within the text of the student's paper or by footnote.

In summary, the stated policy of The University of North Carolina at Wilmington on all these forms of plagiarism is clear: use of sources is always to be

acknowledged.

V-2 Judicial System

In order to enforce the policy of academic integrity, a mechanism for handling violations is provided. To ensure justice and protect individual rights, a two-court system is employed.

A. Academic Court

1. The Academic Court consists of two students (elected by the Student Senate), two faculty members (appointed by the Chancellor for one-year terms following recommendations by the Steering Committee of the Faculty Senate), and the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs over this court.

2. An Attorney General and a Defense Attorney are appointed by the President of the SGA. A defendant may choose his/her own defense attorney, as long as the person selected is not a member of the

court system.

B. Court of Appeals

The Court of Appeals is composed of the appropriate Academic Dean, the Dean of Students, the chairperson of the faculty, the President of the SGA, and the President of the Senior Class. The appropriate Academic Dean presides over this court.

C. General Court Rules

1. No individual can serve as a member of both of these courts.

2. The presiding officer of each court is responsible for maintaining records of each proceeding. The records are filed in the Student Affairs office.

- 3. The courts shall ensure the right of due process and fair hearing to every defendant, including the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him/her, and the right to advice and assistance in his/her own defense.
- 4. The presiding officer will appoint replacements in cases of conflict of interest or unavoidable absence.
- 5. The five justices decide by majority vote on the innocence or guilt of the defendant and also on the suggested penalty.
- 6. The defendant may appeal a decision of the Academic Court to the Court of Appeals. If he or she is found innocent by either of these courts, the case is, at that point, automatically closed, and the student is cleared unless additional evidence is disclosed.
- Appeal by the plaintiff may be heard in the Court of Appeals only if the presiding officer of that court agrees that sufficient new evidence is available to warrant a new trial

V-3 Judicial Procedure

A. Out-of-court settlement. When an instructor suspects a student of academic dishonesty, the first avenue of resolution may be private. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped. The instructor must, however, be sure

the student is aware of his/her option to go through the courts. The instructor may let the court decide the case, at his/her discretion.

B. Initiating Court Action

1. The student Attorney General is contacted by either party. He/she is responsible for gathering data pertinent to the case.

2. After meeting with both parties, the Attorney General determines a mutually agreeable date for their appearance before the Academic Court.

 The defendant must be allowed a reasonable time to prepare his/her defense. However, all cases should be handled expeditiously and court proceedings should be underway within two weeks of the initial charge.

C. Suggested Penalties for Proven Offenses

 If the court finds the student innocent of the charge, the instructor involved must acknowledge the student's legal innocence and ensure fair treatment of the student.

2. If the defendant is found guilty of the charge, the court suggests a penalty, considering all circumstances in the case. Either failure in the course or suspension for the remainder of the semester is generally appropriate for an offense of academic dishonesty.

D. Implementation

1. Following settlement of a case, notification of the outcome of the case and suggested penalty, if appropriate, is sent to the defendant, the faculty member involved, the appropriate Dean, and the Chancellor. A copy of the notification is placed on file in the Student Affairs Office along with other records of the proceedings.

2. The authority to determine the course grade resides with the instructor, subject to the existing

grade appeal process.

3. The authority to suspend or expel resides with the Chancellor.

SECTION VI—UNIVERSITY UNION

The University Union serves as a focal point for campus life outside the classroom, enhancing the University's mission to offer a well-rounded educational experience to its students. Encompassing approximately 53,000 square feet, the Union provides meeting space, study areas, recreational space, space for student organization offices, various administrative offices and the services of a post office, the University Information Center, a banking machine and a campus snack bar.

VI-1 The UNCW University Union Board

The general purpose of the UNCW University Union Board is to act in an advisory capacity to the Director of the University Union and staff in matters regarding the management and operation of the facility. It is a Chancellor's

committee with its members appointed by the Chancellor. The Board makes recommendations to the Chancellor through the Vice Chancellor for Student Affairs.

- A. The Board has 13 voting members: one student nominated by the President of Student Government: one student nominated by the Vice President of Student Government: the Chair of the University Program Board: one student jointly nominated by the Panhellenic Council and the Inter-Fraternity Council; three students nominated by the Student Senate from Residence Life Association, the undergraduate student body, and the graduate student body; three faculty members from various disciplines appointed for two-year terms; one staff member nominated by the Vice Chancellor for Business Affairs; one staff member nominated by the Vice Chancellor for Student Affairs; and one alumnus appointed by the UNCW Alumni Association Board of Directors. The Director of the University Union, Assistant Director for Operations, and Student Activities Adviser are members of the Board without vote.
- B. Qualifications for Board members are: every member, with the exception of the Alumni Association member, should be a current full-time employee of UNCW on en enrolled graduate or undergraduate student who is in good academic standing at UNCW at the time of his/her appointment and throughout his/her term. A voting member shall have been an employee or student at UNCW for one semester (two summer sessions will be considered one semester) prior to his/her appointment.
- C. Officers of the Board are the President and Vice President, elected by the Board each year. The Director of the University Union will serve as the recording secretary for the Board. Staff support for the Board shall be provided by the Director and other Union staff members.
 - D. Functions and Responsibilities of the Board:

1. The Board will meet monthly during fall and

spring semesters.

 The Board will establish an Executive Committee which will meet with all other available Board members and act for the Board during periods when the University is not in session.

 The Board will compile an annual report concerning the Union's programs, personnel, and budget for submission to the Chancellor through the Vice Chancellor for Student Affairs by August 31 of each year.

4. The Board is advisory to the Director in all aspects of the Union's operation. It will study, review and develop recommendations relative to the Union's policies, programs, services, space utilization, fee structure, maintenance, and long-range plans.

5. The Board will have the authority to act as an appeal body in situations where it is so designated.

VI-2 The Director of University Union

A. The Director is the chief executive official of the Union. He/she is responsible for the operation of the

Union building and its programs and activities and shall:

Coordinate all functions involving Union facilities and their use

2. Facilitate the establishment of UNCW University Union and Student Activities goals and develop programs for their accomplishment

3. Recommend administrative staff for appointment after consultation with the University Union

Board

4. Supervise staff members

5. Serve in a nonvoting, advisory capacity for all committees created by the UNCW University Union

VI-3 UNCW University Union Facilities

A. Use of Facility

1. Union facilities are reserved primarily for use by

UNCW students, faculty and staff.

The Director of the University Union or his/her representative is charged with determining whether the conduct of an individual or group is in compliance with University policies.

3. The University Union's normal operating hours (when classes are in session, fall and spring semes-

(when classes are ters) are:

a. Monday through Friday 7 a.m.-11 p.m.

b. Saturday and Sunday 12 noon-11 p.m.

c. On Sundays through Thursdays, programs are to end no later than 10:30 p.m. Friday and Saturday night programs are to end no later than 11 p.m. unless special arrangements have been made in advance with the Scheduling Coordinator. By special arrangement, the building will be available on Friday and Saturday nights until 1 a.m.

B. Reservations

1. Conference rooms in the University Union can be reserved by a registered campus organization, university department, or student, faculty, or staff member for University functions on a "first come, first served" basis. The Union staff reserves the right to make substitutions in room reservations or move a group to another area subject to availability. Reservations can be made by visiting or calling the Union Scheduling Coordinator in room 214 D from 8 a.m. to 5 p.m., Monday through Friday.

2. The Union's Reservation Agreement must be completed, signed, and returned to the Scheduling Coordinator at least seven days prior to the event. The individual or organization completing and signing the agreement accepts the responsibility for the proper use of the facility and equipment as well as proper conduct of the organization's members and guests. It is necessary that an organization be finished with the room by the time indicated on the reservation request. Members and guests are to be fully informed of these regulations by the person reserving the room.

3. The Scheduling Coordinator must be notified of a cancellation no later than 1 p.m. on the day of the

event or by 1 p.m. on Friday for a weekend event. For the multi-purpose room or large room events, cancellation notice must be given 48 hours prior to the event. Failure to give 48 hours notice will subject an organization to the loss of privilege of reserving rooms for 60 class days. No penalty is involved when cancellation occurs before this specified time.

4. The Union reserves the right to bill any organization or group for damages or losses which result from the use or misuse of facilities or equipment, including charges for additional janitorial service over and above normal cleaning of the area used. Groups will also be charged for building staff required outside normal operating hours of the Union (e.g., building manager before or after hours, additional janitorial staff. etc.).

5. Food and drink will be limited to the multipurpose room or lower level. This means no food or drink is allowed in restrooms or corridors, but special arrangements can be made for the courtyard. With the scheduling of a large group affair, the sponsor will provide members to pick up any litter around the Union and in the parking lots. Food or other light refreshments shall not be permitted in conference rooms unless permission is obtained at the time the reservation is made. Catering arrangements can be made through Campus Food Services. Contact the Snack Bar Manager in the Union, room 111A.

6. Any decorations to be used must be approved at the time the reservation is made. Nothing shall be attached to the walls, with the exception of block walls in room 100, where masking tape may be used. All materials used at any event must be removed at the conclusion of the program.

7. The University Union will not be responsible for any losses or injuries suffered by any person as a result of a room reservation and/or the activities of the reserving organization.

SECTION VII—UNIVERSITY OWNED RESIDENCES

VII-1 Introduction

The Office of Residence Life strives to provide a diverse and meaningful experience supportive of student learning outside the classroom. The residence hall program facilitates the growth and development of each resident through positive experience in group living, self-discipline and decision making. The Residence Life staff coordinates social, educational and recreational programming for the development of a well-rounded student. Members of the Residence Life staff in cooperation with all areas of University community are responsible for student advising, discipline and general operation of each residence facility.

VII-2 Residence Life Staff

A. The organization and administration of the Residence Life program is the responsibility of the Dean of Students Office. All students residing in residence halls

and apartments are subject to the authority of the Dean of Students and the staff of the Dean. The Coordinator of Residence Life and the Area Coordinators are members of the staff of the Dean of Students Office. The Dean of Students is directly responsible to the Vice Chancellor for Student Affairs.

B. Each residence hall and the apartment complex is supervised by a Resident Director, assisted by a group of resident assistants.

VII-3 Residence Life Association (VOICE)

The volunteers organized to increase campus enthusiasm (VOICE) is the residence life association that serves to supplement programming in the residence life area. VOICE promotes better communication and representation of residents' opinions. It is the intent of VOICE to encourage participation, and thus a better living/learning experience in residence life on campus. VOICE consists of representatives from each residence hall and apartment unit.

VII-4 Housing Operations

- A. A student's agreement to live on campus constitutes a contract with the office of Auxiliary Services. The student is responsible for the contract into which she or he enters and the consequences which may result.
 - 1. The student resides on campus for the entire academic year.
 - 2. The student selects a dining plan.
 - 3. The student abides by all rules and regulations of the University as printed in the student handbook.
- B. A student may cancel his/her agreement, without forfeiture of deposit, by written notification to the Housing Office by the published refund deadline date.
- C. No refund or room charges will be made once the student has officially checked in; however, a pro rata refund on the food portion only of the charges will be made to students who officially withdraw from the University.
- D. When space allows, double rooms may be occupied privately for \$100 over the regular room rate.
- E. At the beginning of each semester, students who did not request private room but find themselves without a roommate due to cancellation or withdrawal, will be given the option to consolidate by moving or be assessed the private room rate.
- F. Students entering into a housing agreement in the fall semester are liable for the room charges for the fall and spring semesters.
- G. Students may be released from the annual agreement without forfeiture of second-semester room charges in the following cases.
 - 1. Withdrawal from the University
 - 2. Proof of marriage
 - 3. Proof of transfer to another university
 - 4. Graduation

VII-5 Residence Life Policies

The primary responsibility of Residence Life programs is to maintain an atmosphere conducive to the pursuit of academic goals and personal growth. Within this context, it is important to recognize the effect of the density factor in the residence life setting which creates a special need for awareness of how one's individual actions can easily influence the environment of the floor and thus have a direct effect on a group of students. In light of these conditions, the following policies have been established.

A. Alcoholic Beverages—Although consumption of alcoholic beverages is not encouraged by the University, students are permitted to possess and consume alcoholic beverages in their rooms provided that they comply with State laws pertaining to alcoholic beverages. In addition to the UNCW policies regarding the possession and consumption of alcoholic beverages (Appendix D) and marketing of alcoholic beverages (Appendix E), the following rules pertain to residence halls:

1. There are to be no kegs of beer in the students' rooms or elsewhere in the residence halls or apartments except during official Residence Life functions where an alcoholic beverage permit is completed in the Dean of Students Office and approved by the Chancellor.

- 2. Alcoholic beverages may not be consumed in the lounges, hallways, or other public areas without express approval from the Residence Life Office.
- B. Room Damages—When a student is assigned a room, he/she accepts responsibility for its condition and fills out an inventory in the "check-in" form which becomes a record for the condition of the room when he/she assumed occupancy. This record is compared to the condition of the room at check-out time, and any discrepancies become the financial responsibility of the student. Therefore, students should complete their check-in/check-out forms carefully. When these forms are not completed and returned, housing staff assume that the student room was in perfect condition when the student checked in.
 - 1. If the student's room or its furnishings, including the room door, are damaged, the cost will be billed equally to the occupants of the room/apartment, unless those individuals responsible for the damage are identified.
 - Tape marks, glue and self-adhesive materials, plastic hooks on varnished or painted surfaces as well as nails and screws in these same surfaces cause damages; therefore, the Residence Life Office will charge the occupants of a room for any restorative service.
 - 3. Students are responsible for the condition of their room windows.
 - 4. At the end of the spring semester, the Residence Life staff inspects each student's room. Items needing repair or replacement will be charged as damaged, unless normal wear seems to be the

cause. Occupants of a room will share equally the cost of repair.

C. Visitation—Visitation including members of the opposite sex is permitted during certain specified hours. These hours will be posted in the lobby areas of each residence hall and in the apartment office. It will be the responsibility of each resident and visitor to know the visitation hours:

Sunday through Thursday—11:30 a.m. until 11:30 p.m. Friday and Saturday—11:30 a.m. until 2:00 a.m.

Visitors will be escorted by residents of the building from 7:00 p.m. until the end of visitation hours. An unescorted visitor must provide positive identification and confirm his/her destination.

D. Pets—Because of public health regulations, pets are not allowed in the residence halls or apartments. This includes, but is not limited to, dogs, cats, birds, hamsters, mice, snakes, and other rodents. However, fish in aquariums are permitted as long as the tank does not exceed 20 gallons and is kept in a sanitary condition.

E. Solicitation—Residence halls and/or apartments may not be used to raise money for any individual or organization other than an officially registered campus organization (either faculty, staff, or student). Anyone not connected with the residence halls/apartments who does not have the proper identification and authorization may be cited for trespassing. In order to maintain the privacy of resident students, no door-to-door solicitation is allowed. Authorization for solicitation must come from the Dean of Students.

F. Window Policy—The windows in the residence life area are blocked, permitting them to open only six inches. In an effort to conserve energy, to maintain safety, and to deter objects being thrown out of windows, this policy has been initiated. The University is sensitive to the heating and air conditioning needs of students and will respond to these needs immediately.

G. Behavior—Disciplinary proceedings will be initiated against a student for:

1. Violation of visitation as outlined in the hand-book or posted in the residence halls/apartments.

Tampering with, destroying, defacing, or removing public property within the residence halls, including furniture, doors, screens, walls, elevator, vending machines, ceiling tiles, games, etc.

3. Participation in water fights, shaving cream fights, etc., and destroying or tampering with fire alarms and/or firefighting or emergency equipment.

4. Creating excessive noise or participating in general disruptive behavior.

5. Throwing objects from the windows of residence halls/apartments.

6. Undermining the security of hall residents and property (e.g., intentionally leaving of hallways propped open).

Cooking in residence hall rooms.

8. Walking or laying on building or apartment roofs

9. Obstructing hallways and/or entrances (e.g., bicycles parked in these areas).

10. Driving motorized vehicles on the sidewalks and/or grass in the residence life area.

H. Individual Privacy in Relation to Student Rooms— Privacy of the individual is of the utmost concern to the Housing Office and the University, however, entry of student residence hall rooms and apartments at times is necessary.

1. Room Entry-University officials may enter a

room under the following conditions:

a. When there is sufficient reason to believe that an emergency situation exists which poses immediate danger to the occupants and/or to the facility.

b. For routine maintenance and cleaning. Whenever possible, 48 hour notice will be given to the student prior to entry. This notice will be posted on the individual floors or wings in a designated area.

c. To deal with disturbances which are in violation of University regulations and/or violating the

rights of other students within the hall.

d. When a student who is a resident gives voluntary consent. The student's consent may be freely given and must not be based on coercion or threats by the University, and must not be occasioned by a student's fear of reprisal for failure to give consent.

1. The intrusion by the employee must be limited to the consent given by the student; for example, if the student consents to *entry* by the employee, the employee is not entitled to *search* the student's belongings without obtaining further

consent to do so.

2. Any student who is a resident of the room, suite or apartment may consent to entry of the University employee and to search that student's personal belongings. However, no student may consent to the search of another student's bedroom, closets, locker, suitcases or other areas under the primary control of another student.

e. Materials found during entry as described in this section may be used in any University disciplinary proceeding if said material is found in plain sight or during the course of performing the objectives described in a, b, c & d. Materials found beyond the scope of such entry shall constitute a search as defined below and may not be admitted if found in violation of that section. Any unauthorized materials found during an entry may be impounded.

 Room Search—Searches of student-occupied premises or a student's personal possessions shall be only as authorized by law. A student's room is considered private; a search of residence hall rooms

will be guided by the following principles:

a. University officials and/or University Police may search a room only upon obtaining a legal warrant. The University Police officer will be accompanied by additional University officials when the search is conducted.

b. Searches of University residence hall rooms by external law enforcement officials will be regarded as a matter between the student and law enforcement officials involved. The University's interest will be limited to requesting that it be notified of impending searches.

I. Wooden Structure Policy

 Resident students may apply to the Area Coordinator for permission to build free-standing lofts or stilts for beds in their rooms.

2. A loft or stilt contract, when signed by a student, constitutes an agreement under which certain specifications and conditions must be met. This policy may be obtained in the Area Coordinator's office.

3. There will be a charge of \$25 for the removal and disposal of any unauthorized or abandoned

wooden structure.

J. Residence Hall Opening and Closing Procedures

1. To check in an assigned residence hall or apartment, each student will be assisted by a resident assistant or other University official. The physical condition of the room will be noted and agreed upon in terms of the room's condition. The incoming student will sign the check-in form showing his/her

agreement with the room's condition.

2. To check out of University housing, a student must make an appointment with a Residence Life staff member. The staff member will check the room to see that the proper furnishings are still in place and will assess damages, if needed. It should be noted that the student who has assessed damage charges will not be permitted to register for courses the next semester(s) or summer session(s), receive transcripts, or graduate until the assessment for damages is paid in full to the University.

3. At the end of the academic year, students are required to remove all personal belongings from the residence halls and apartments immediately after their last exam. Only under special circumstances will students be permitted to remain on campus after

their last exam.

4. All residence halls will close and all students must vacate the building by noon on the day following the last class prior to fall break, Christmas vacation, and spring break.

a. If students need to stay in Wilmington during these break periods, they should make prior ar-

rangements elsewhere.

b. Students may remain in the residence halls during Thanksgiving and Easter vacation (dates posted in current catalog), but they must register with a resident director in their respective residence halls. Such registration is for security reasons only. In addition, students remaining on campus during these periods are reminded that the University's cafeteria will not be in operation during official holidays and vacations.

APPENDIX A

JOINT STATEMENT OF RIGHTS AND FREEDOMS OF STUDENTS

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D.C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, and enforcement, with the drafting committee recomending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards for accreditation.

Since its formulation, the Joint Statement has been endorsed by each of its first national sponsors, as well as by a number of other professional bodies. The endorsers are listed below.

U.S. National Student Association; Association of American Colleges; American Association of University Professors; National Association of Student Personnel Administrators; National Association of Women Deans and Counselors; American Association for Higher Education; Jesuit Education Association; American College Personnel Association; Executive Committee, College and University Department, National Catholic Education Association; Commission on Student Personnel, American Association of Junior Colleges.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the class-room, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive, to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within

the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- A. Protection of Freedom of Expression
- Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- B. Protection against Improper Academic Evaluation Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- C. Protection against Improper Disclosure Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure,

the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintaned if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

 The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from

institutional recognition.

3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

- 5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.
- B. Freedom of Inquiry and Expression
 - Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and

the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily apply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the

avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own edito-

rial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student

boay.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as if often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to appraise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition. At the same time, educational institutions have a duty and corollary

disciplinary powers to protect their educational purposes through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of students conduct, proper procedural safeguards should be observed to protect the student from the fair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no honor codes offering compara-

ble quarantees.

A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavior expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be free as possible from imposed limitations that have no direct relevance to his/her education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student

should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or his/her right to be present on the campus and to attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being, of students, faculty, or university property.

D. Hearing Committee Procedures

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should

sit in judgment during the proceeding.

The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his/her defense by an adviser of his/her choice.

4. The burden of proof should rest upon the offi-

cials bringing the charge.

5. The student should be given an opportunity to testify and be present evidence and witnesses. He/ she should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him/her unless he/she has been advised of their content and of the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's rights of appeal to the president or ultimately to the governing board of the institution.

APPENDIX B

SUPPLEMENT I: Title IX of the Education Amendments of 1972, as Amended*

SEX DISCRIMINATION PROHIBITED

Sec. 901. (a) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, except that:

- (6) This section shall not apply to membership practices—
 - (A) of a social fraternity or social sorority which is exempt from taxation under Section 501(a) of the Internal Revenue Code of 1954, the active membership of which consists primarily of students in attendance at an institution of higher education.

*P.L. 92-318 (1972) and P.L. 93-568 (1974).

APPENDIX C

STATE POLICY ON FIREARMS OR OTHER WEAPONS ON UNIVERSITY PROPERTY

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackiack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private education institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors or razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any country, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months

imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

APPENDIX D

POLICIES REGARDING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington permits malt beverages and unfortified wines to be consumed at special activities and programs and in the privacy of residence hall rooms.

This is no intent to encourage the increased use of alcoholic beverages or to force their consumption upon those who object to the use of alcohol on moral, ethical, or religious grounds. The policy is designed to promote the positive, healthy use or non-use of alcoholic beverages in a responsible manner.

 University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their pur-

chase, possession, or consumption.

A. Effective October 1, 1983, the North Carolina Alcoholic Beverage Control Laws made it illegal for any person under 19 years of age to purchase, possess, or consume, or for anyone to aid or abet such a person in purchasing or consuming any alcoholic beverages.

B. Persons who are 19 years of age or older may purchase, possess, or consume alcoholic beverages that contain less than 14 percentum (14%) of alcohol by volume (beer and unfortified wine). Gen-

eral Statutes 18-19.1 and 18-66)

C. Persons who are 21 years of age or older may purchase, transport, and consume alcoholic beverages containing more than 14 percentum (14%) of alcohol by volume (spirituous liquors). (N.C. General Statutes 19-90.1)

 Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University. (Gener-

al Statutes 18-87 and 18-50)

E. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person or persons, whether accepted or not, on any public road or

street, parking lot, sidewalk, or other publicly owned or leased place within the city of Wilmington.

F. Student fees collected by UNCW cannot be used to

purchase alcoholic beverages.

- G. Student events at which alcoholic beverages may be consumed can be held only under circumstances in which the host organization demonstrates reasonable means of ensuring the safety of participants and adherence to state law.
- Possession and consumption of alcoholic beverages at University events must adhere to the following guidelines.
 - A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to the Residence Life areas and the University Union. Exceptions may be designated by the Chancellor.

B. The use of alcoholic beverages at a campus event shall be subject to the approval of the Chancellor.

- The UNCW Alcohol Beverage Permit and Statement of Responsibility must be filed with the Dean of Students Office seven days prior to the event.
- 2. The adviser to the sponsoring organization must be present for the entire event.
- C. Alcoholic beverages may be used only as complements to an event, not as the main focus.
- D. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- E. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
- F. Consumption of alcoholic beverages is only permitted within the approved area designated for the event.
- G. At least two people shall check every person entering an event for proof of legal drinking age. Only the following will be accepted as valid identification:

1. Driver's license with picture

- Driver's license without a picture along with both a Social Security card and another form of picture identification.
- 3. Military identification card

4. Passport

 Special identification card obtained from N.C. Department of Motor Vehicles.

Persons of legal drinking age shall be given a non-transferrable form of identification.

- H. Alcohol shall not be served to those exhibiting unusual behavior or impaired speech or motor coordination when such behavior appears to be the result of substance abuse.
- Alcohol will be discontinued one (1) hour before the event ends.
- Failure to comply with conditions for alcohol consumption on campus will result in disciplinary action.
- III. Alcohol Beverage Quantity Guidelines are designed in compliance with guidelines set forth by the National Institute on Alcohol Abuse and Alcoholism.
 - A. Beer-12 oz. per person per hour
 - B. Wine-4 oz. per person per hour

APPENDIX E

STATEMENT OF PRINCIPLES REGARDING THE MARKETING OF ALCOHOLIC BEVERAGES ON THE UNCW CAMPUS

Alcohol abuse poses a serious threat to the health and welfare of a large segment of the college student population through acts of vandalism and property damage, automobile and other types of accidents, lessening of academic performance, estrangement of social relations, and, in some cases, bodily injury, illness and death.

Inappropriate and irresponsible marketing and promotion of beverate alcohol on campus can contribute to the problems of alcohol abuse. The development of campus policies which protect the health and welfare of college students is an important responsibility of the UNCW community. Institutional policies, practices and regulations should form the basis for a responsible approach to this area on campus.

The following guidelines are to govern alcohol marketing

practices on the UNCW campus.

 Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the Code of Student Life and state law. They must avoid demeaning sexual or discriminatory portrayal of individuals and/or groups.

Promotion of beverage alcohol should not encourage any form of alcohol abuse, nor should it place emphasis on quantity and frequency of use (i.e., all you

can drink).

Beverage alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.

 No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling or other promotional activities should include "drinking contests."

 Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Dean of Students Office

 Display or availability of promotional materials should be determined in consultation with the Dean of Students Office or Substance Abuse Advisory Board.

Informational marketing programs should subscribe to the philosophy of responsible and legal use of the products represented.

 Beverage alcohol marketers will be encouraged to support campus alcohol education programs that encourage informed and responsible decisions about the use or nonuse of beer, wine or distilled spirits.

 Beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.

10. Advertising and other promotional campus activities

should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.

 Local off-campus promotional activities primarily directed to students should be developed with the previous knowledge of the UNCW Alcohol Awareness

Substance Abuse Advisory Board.

12. Beverage alcohol marketers will not be permitted to promote their products on campus unless they agree to abide by the above marketing guidelines. The Vice Chancellor for Student Affairs, in consultation with the Substance Abuse Advisory Board, will be responsible for implementing these guidelines.

13. Advertisement posting for any University event when alcoholic beverages are served shall note the availability of non-alcoholic beverages as predominately as alcohol. Alcohol should not be used as an induce-

ment to participate in a campus event.

APPENDIX F

HAZING

The following is from North Carolina Statutes:

14-25. "Hazing; definition and punishment—It shall be unlawful for any student in any college or school in the state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat, or harass him, or to subject him to personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel—Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or governing board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender, and a failure to do so shall be a misdemeanor."

APPENDIX G

STATEMENT OF UNIVERSITY POLICIES, PROCEDURES AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION OF EDUCATIONAL PROCESS

Adopted by the Board of Trustees October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing

and demonstrations, the right of petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (the term "faculty member," whenever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or research at the University), any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstruction or disrupting any normal operation or function of the University or any of its component institutions: (1) occupation of any University building or part thereof with the intent to deprive others of its normal use; (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University campus.

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the

intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5-3. Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no event more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed in subsection (c) through (f) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:

(1) The specific violations of this Chapter V with which the accused is charged.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of the notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of winess and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guilty, the Hearing Committee shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the person is found guilty or not guilty, a written report shall be made by the Chancellor or the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such findings in which to appeal to the President of the University. Such an appeal if taken shall be upon the grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of

his case by the Hearing Committee shall be suspended indefinitely or discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in this Chapter

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps. including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University.

Section 5-4. Aggravated Acts or Threatened Repetition of Acts

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise the Chancellor in any emergency. No member of such Panel shall serve for more than one (1) year unless he be reappointed by the Chancellor. The Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the Panel.

(b) If, in the judgement of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character or probable repetition of such act or acts, necessitates immediate action to protect the University for substantial interference with any of its orderly operations or functions, or to prevent threats to or acts which endanger life or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University and bar him from the University campus; provided, however, that in the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be afforded a prompt hearing, which, if requested, shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V, the bar against the appearance of the accused on the University campus shall remain in effect until final judgement has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel pro-

vided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required numbers of them individually by telephone or by such other means as he may choose to employ, in which event he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or

inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5-3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds.

(1) That the finding is not supported by substantial evidence:

(2) That a fair hearing was not accorded the accused; or

(3) That the discipline imposed was excessive or inappropriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any court. State or Federal, or before any student, faculty. administrative, or Trustee committee to any person charged with or suspected of violating Section 5-2(a) or (b) of these Bylaws.

APPENDIX H

DRUG POLICY—In accordance with G.S. 90-95(a)—The Use or Distribution of Narcotic or Illegal Drugs is Prohibited on Campus Property

NORTH CAROLINA GENERAL STATUTE 90-95(a)

Violation penalties:

A. Except as authorized by this Article, it is unlawful for any person:

1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;

- To create, sell or deliver, or possess with intent to sell or deliver a counterfeit controlled substance;
 To possess a controlled substance.
- B. Any person who violates G.S. 90-95(a) (1) with respect to:
 - 1) A controlled substance classified in Schedule I or II shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than 10 years or fined not more than ten-thousand dollars (\$10,000), or both in the discretion of the court.

2) A controlled substance classified in Schedule III,IV,V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery of violation of G.S. 90-95(a) (1).

In accordance with state law, drug paraphernalia is prohibited on campus.

APPENDIX I

Location of Student Records

- A. Academic Records
 - 1. Registrar's Office, University Registrar, James Hall
 - Offices of each academic department, Department Chair
 - 3. Offices of each college or school, Deans
 - 4. Special Programs, Director, Hoggard Hall
- B. Disciplinary Records
- Office of the Dean of Students, Alderman Hall
- C. Employment Records
 - Director of Personnel, Alderman Hall
- Director of Student Financial Aid, Hinton James Hall D. Counseling Records
- Director of Student Development Center, Student Support Center
- E. Medical Records
 - Student Health Services, Student Support Center
- F. Financial Aid Records
 - Director of Student Financial Aid, Hinton James Hall
- G. Campus Police Records
 - Director of Campus Police Services, Campus Police Office
- H. Career Planning & Placement Records
 Director of Career Planning & Placement, University
 - Union University
- Records Relating to the International Student Program Associate Dean of Students, Alderman Hall
- J. Records Relating to Student Athletes Athletic Director, Trask
- K. Records Relating to Students in the ROTC Program Military Science Office, Hoggard Hall
- L. Admissions Records
 - Director of Undergraduate Admissions, James Hall Graduate Admissions, Assistant Vice Chancellor for Academic Affairs, Alderman Hall

- M. Student Accounts Records
 Accounting Office, James Hall
- N. Residence Hall Records

Coordinator of Residence Life, Galloway Hall

APPENDIX I

POLICY REGARDING DISORDERLY CONDUCT NORTH CAROLINA GENERAL STATUTE 14-288.4

Disorderly conduct is a public disturbance intentionally caused by any person who:

- Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
- Makes or uses any utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
- Takes possession of, exercises control over, or seizes
 any building or facility of any public or private
 educational institution without the specific authority of
 the chief administrative officer of the institution, or his
 authorized representative: or
- Refuses to vacate any building or facility of any public or private educational institution in obedience to:
 - An order of the chief administrative officer of the institution, or his authorized representative; or
 - b. An order given by any fireman or public health officer acting within the scope of his authority; or
 - If a state of emergency is occurring or is imminent within the institution, an order given by any law enforcement officer acting within the scope of his authority: or
- Shali, after being forbidden to do so by the chief administrative officer, or his authorized representative, of any public or private educational institution;
 - Engage in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any building or facility of the institution in its normal and intended use: or
 - b. Congregate, assemble, form groups or formations (whether organized or not), block, or in any manner otherwise interfere with the operation or functioning of any building or facility of the institution so as to interfere with the customary or normal use of the building or facility; or
- 6. Disrupts, disturbs, or interferes with the teaching of students at any public or private educational institution or engages in conduct which disturbs the peace, order or discipline at any public or private educational institution or on the groups adjacent thereto.
- Disrupts, disturbs, or interferes with a religious service or assembly or engages in conduct which disturbs the peace or order at any religious service or assembly.

As used in this section the term "building or facility" includes the surrounding grounds and premises of any build-

ing or facility used in connection with the operation or functioning or such building or facility.

Any person who willfully engages in disorderly conduct is

guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500) or imprisonment for not more than six months. (1969, c. 869, s. 1; 1971, c. 668, s. 1; 1973, c. 1347; 1975, c. 19, s. 4; 1983, c. 39. s. 5)

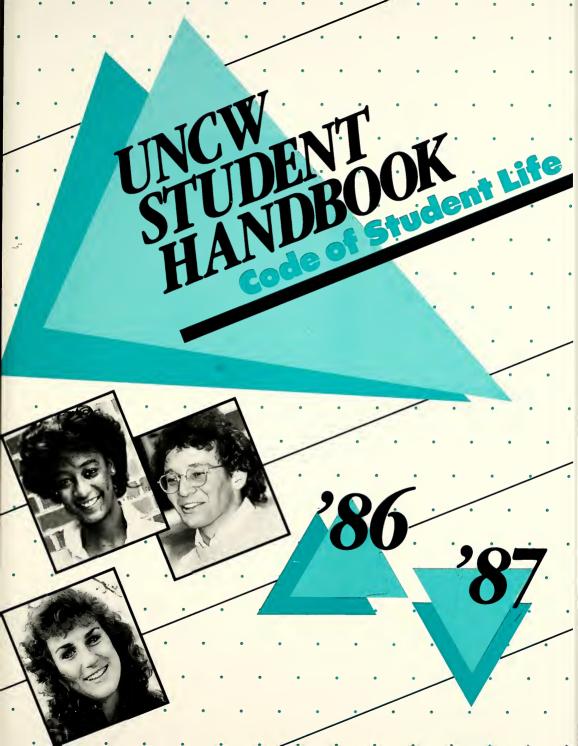








Dean of Students Office
Division of Student Affairs
University of North Carolina
at Wilmington
601 South College Road
Wilmington, N.C. 28403-3297
(919) 395-3119



Alma Mater

by Charles Hunnicutt and Loyd Hudson

Hail we proudly sing to thee Who guides our green and gold. Though future years may part us, Fond mem'ries we shall hold.

(Refrain)
For our hearts will cherish
All your service done
All Hail to thee Alma Mater,
Praise to Wilmington.

Here we stand as one together Voices raised in song. Our loyal hearts will praise thee As God doth lead us on.

The University of North Carolina at Wilmington is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap. Moreover, The University of North Carolina at Wilmington is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of black students.

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WELCOME

It is my pleasure as Chancellor of The University of North Carolina at Wilmington to welcome you as members of the fastest growing student body in The

University of North Carolina system.

It has been my lifelong belief that the process of learning is one of the most exciting activities in which we engage as human beings. Each new fact, each new concept, each new perception, and each new perspective of beauty adds a uniquely new dimension to our lives. We often say on this campus that we are a community of scholars, and in a very real sense, I believe that is our mission.

As students enrolled here at The University of North Carolina at Wilmington, you are members of the largest segment of that community of scholars. For the remainder of your stay in this University community of scholars, may I wish you well and encourage you to dream your dreams and set your goals high.

William H. Wagoner Chancellor

Dr. Wagoner served as President of Wilmington College from 1968-1969, and as Chancellor of UNCW since 1969. During his 18 years of leadership, the University has grown from an enrollment of less than 1,200 to approximately 6,000.

WELCOME SEAHAWKS!

It is my pleasure as Student Body President of The University of North Carolina Wilmington to welcome you to this great University. The student body, which you are now a part of, is one of the fastest growing in the UNC system. In addition, the UNCW campus continues to expand to offer a bigger selection of courses in modern facilities. The UNCW administration, faculty and staff, along with student leaders, are constantly striving to improve your stay here. Academics is certainly the most important aspect of college, but students must enjoy themselves in order to excel in their studies. UNCW offers many clubs, organizations, and activities catered to your special interests. Whether educational or recreational, UNCW has something for you. This year, and throughout the years to come, we have a major project underway. For it to be successful, we need your support. This project is Proclamation Green and Gold, introduced in the Spring of 1986. Designed to bring more confidence, loyalty, and pride to our University, Proclamation Green and Gold hopes to make the local and state more aware of the importance of UNCW. We have the potential to be a world leader as a major institution of higher learning. However, your help and support is vital. Be proud that you are a Seahawk and carry that pride wherever you go. Experience everything this University has to offer. Your time at UNCW should be some of the best years of your life. Enjoy them to the fullest with Seahawk pride. We are The University of North Carolina Wilmington!

WITH SEAHAWK PRIDE.

B. Allan Dudley, President Student Government Association

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington is situated on a spacious campus of some 650 acres five miles west of Wrightsville Beach on the Atlantic Ocean. Academic and support buildings are designed in modified Georgian architecture. All academic and residence facilities are air conditioned as is the cafeteria.

Host to the University is the historic port city of Wilmington situated on the Cape Fear River. The largest city in North Carolina until after the turn of the century, Wilmington offers the University community a rich and diverse cultural heritage, a wealth of handsome architecture, and connections to nationally and internationally prominent individuals. With a population of 49,473, Wilmington is the largest city in the 109,286-person metropolitan statistical area comprised of New Hanover County.

UNCW has its roots in the aftermath of World War II when the New Hanover County Board of Education recognized the need for the returning veterans from Southeastern North Carolina to have access to higher education close to home. Established in 1947 as a two-year institution, Wilmington College became accredited in 1952 as a junior college and became a part of the North Carolina Community College System in 1958. In 1963, it became a senior college graduating its first baccalaureate degree recipients in 1965. By act of the state General Assembly in 1969, Wilmington College became part of the greater University of North Carolina, a body that now comprises 16 senior state institutions.

UNIVERSITY SERVICES

DEAN OF STUDENTS OFFICE

The Dean of Students Office serves as the primary focal point for addressing student needs, issues and concerns. and serves as a resource and referral office for all faculty, staff and students. Acting in an advocacy role, the Dean and Associate Dean of Students represent the student perspective to the University community. This office works with all segments of the University to help students develop through opportunities, advice and assistance. Within the Student Affairs Division, the Dean of Students Office provides consultation, new program development and assistance to the Vice Chancellor with special projects. Specifically, the office coordinates orientation for freshmen and transfer students, advises international and non-traditional students, publishes the Student Handbook and Code of Student Life, and coordinates the student judicial system and the official withdrawal process from the University. Additionally, the Dean of Students Office coordinates programs and policy on rape prevention and assistance, alcohol education, and implements developmental programs to meet assessed and perceived student needs. The Dean of Students Office also provides supervision for the Residence Life Program.

The Dean and Associate Dean invite students to come by and discuss issues relative to these and other aspects of campus life.

CAMPUS MINISTRY

United Christian Campus Ministry is provided for all students at UNCW by Baptist, Episcopal, Christian, United Methodist, and Presbyterian churches, with additional support of Lutherans and Catholics.

Working through Bob Haywood, Campus Minister, UCCM provides counseling, Bible study, retreats, worship, and special programs on specific religious, social, and personal growth concerns. He can be reached by calling 799-1160 or by leaving a message with the Vice Chancellor for Student Affairs Office.

Campus Christian Fellowship, a student organization, meets in the University Union, Tuesdays at 7 p.m. Campus Crusade for Christ and Fellowship of Christian Athletes also have regular meetings each week.

FINANCIAL AID

The UNC-Wilmington Financial Aid Office in Hinton James Hall administers a program which seeks to meet the needs of all enrolled students. While the program provides for the recognition of talent and outstanding student achievement, its primary objective is to assist students with demonstrated need. Financial aid is the economic assistance available to help the student meet the difference between what he or she can afford to pay and the actual cost of a college education.

Eligibility is determined by a "needs analysis" done in

the Financial Aid Office according to federal guidelines. Applications may be picked up in the Financial Aid Office.

Forms of financial aid include grants, scholarships, loans, and employment opportunities. Interested students should consult the University catalogue and/or Financial Aid Information Booklet for detailed information on these programs.

What Are The Deadlines?

Academic year (Fall and Spring)	April	15
Fall Only	April	15
Spring Only		
Summer	. March	15

The above dates represent priority deadlines used by the Financial Aid Office in processing applications. This means that those students who have completed applications on file in this office by those dates will receive first consideration for financial aid. A completed application consists of an institutional financial aid application, a Financial Aid Form, and all three copies of the Student Aid Report from the Pell Grant Program.

Academic Standing

Satisfactory Progress Standards for Financial Aid Purposes

According to federal guidelines, to be eligible to receive federal financial aid, a student must be making satisfactory progress toward completion of a degree. Federal aid includes the National Direct Student Loan, Supplemental Educational Opportunity Grant, Pell Grant, State Student Incentive Grant, Guaranteed Student Loan, College Work Study, and Parental Loan for Undergraduate Students.

Students must demonstrate progress from both a qualitative and quantitative standpoint. Qualitative refers to grade point average, and quantitative refers to number of credit hours earned.

Grade:

Applicants for financial aid must meet the University retention standards as outlined in the University catalogue. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorized to continue with his/her studies on a conditional basis, he/she is considered to meet this requirement of satisfactory progress.

Course Repeats

Courses being repeated on which students previously earned credit may not be used to determine enrollment status when calculating eligibility for federal aid programs.

Hours

An undergraduate student must earn at least 20 hours each academic year (an academic year is considered to

be two regular semesters of enrollment). This requirement is based upon an allowed maximum time frame of 6 academic years to complete the undergraduate degree. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorized to continue with his/her studies on conditional basis, he/she is considered to meet this requirement of satisfactory progress.

A preliminary review will be made at midyear (following fall semester) to identify those students not meeting the required academic standards. Full-time students not successfully completing at least 10 hours, and less-than-full-time students not completing at least 5 hours will be determined deficient. Students not meeting the academic requirements outlined on the retention chart will be issued a warning and placed on probation for the spring semester.

Eligibility lost due to shortage of hours can be regained by successfully completing at least 10 hours plus the number short (for full-time students) or at least 5 hours plus the number short (for less-than-full-time students) during the next regular term. Eligibility lost due to failure to meet academic requirements can be regained by bringing the G.P.A. up to the standards outlined on the retention chart.

A student who is determined not to be making satisfactory progress may file an appeal on the grounds of mitigating circumstances. Mitigating circumstances may be considered to exist if any of the following apply: 1) Death in the immediate family circle. 2) Parental unemployment for 10 weeks or more. 3) Emotional trauma as ascertained by the Dean of Students or the Director of Student Development Center. 4) Change in major or academically related issues as certified by academic Dean.

Refunds

Financial aid recipients who withdraw from school are eligible to receive only that portion of the institutionally determined refund which exceeds the financial aid received. Refunds will be returned to the programs from which the student received aid. The following fraction will be used to determine the portion of the refund to be returned to the Title IV program(s) (Fed. Reg. Sep. 28, 1979, Sect. 168-21):

Total Title IV aid (minus CWSP)
Total Aid Package (minus CWSP)

The resulting fraction is applied to the institutional refund and the resulting amount (rounded to nearest whole dollar) is the amount of Title IV funds to be returned to Title IV program(s).

Repayments

Regarding cash refunds received prior to withdrawal, if a student's non-instructional educational expenses incurred up to the time of withdrawal exceeded the amount of cash disbursement, the student does not owe a repayment. If cash disbursed exceeds these noninstruc-

tional costs of education incurred up to the time of withdrawal, the student does owe a repayment. The repayment is the difference between expenses incurred and the actual cash refund received. For the resident student, noninstructional expenses include an allowance of \$200 each semester, or \$50 each month, or portion thereof for books, transportation and personal items. For commuting students, noninstructional costs include an allowance of \$1000 each semester or \$250 each month or portion thereof for room, board, books and transportation. (The above allowances are prescribed by Pell Grant Regulations.) In determining the amount of overpayment to be returned to the Title IV program(s) the following fraction is applied:

Total Title IV Aid (minus CWSP, GSL, PLUS)

Total Aid Awarded (minus CWSP, GSL, PLUS)

Student Aid Accounts to be Refunded/Repaid

Once the amounts to be refunded and/or repaid are determined by the formulas explained, the proper amounts shall be refunded/repaid according to the priority lists shown. No one account shall be refunded/repaid with more than what you received from the account for the term of withdrawal.

- 1. National Direct Loan
- 2. Supplemental Educational Opportunity Grant
- 3. State Student Incentive Grant
- 4. Pell Grant
- 5. UNCW Scholarship/Grant
- 6. Other aid

Deferment Policy

Students who have preregistered and received a bill may obtain a deferment from the Financial Aid Office to present to the cashier to validate their preregistration. If the award allocated is less than the bill, payment covering the difference must be presented to the cashier with the deferment. Students who have received awards but did not preregister may pick up deferments at registration.

Payment of Awards

Financial Aid awards will be automatically credited to the recipient's account each semester. Students will need to report to the Financial Aid Office only if their aid includes outside agency checks which require endorsement. State Incentive grants, guaranteed loans, and civic club scholarships are forms of aid that typically require the student to endorse checks before aid can be credited to their account. Students who are eligible to receive refunds will be able to claim refund checks from the University Cashier following the beginning of classes at times to be announced. A schedule will be posted in the Cashier's and Financial Aid Office regarding these times. Students claiming refunds will be required to present identification; no one else may pick up a refund other than the intended recipient.

STUDENT DEVELOPMENT CENTER

Counseling and Learning Services

The Student Development Center provides confidential services to help students build satisfying and successful college experiences. Individual and group counseling for personal, career or educational concerns is available. Decision-making resources for careers and college majors include a computer guidance system, aptitude and interest testing, and an information library.

A Learning Lab is equipped with computer and audiovisual resources for enhancing study skills and for reading and vocabulary improvement. Special assistance is offered with learning strategies, study, reading and exam-taking skills. Workshops are regularly scheduled on these topics as well as on personal growth, communication skills and stress management.

The center coordinates Disabled Student Services and acts as a clearinghouse for tutoring, equipment and advocacy needs.

The office also administers national testing programs such as the SAT, GRE, GMAT, NTE and MAT as well as the campus CLEP tests.

Consulting and referral services are provided by the center's staff for University faculty, staff and student

Appointments for counseling or inquiries may be made by calling 395-3280, or, for daytime emergencies, 395-3061

Disabled Students

The University makes a concerted effort to assist disabled students who need assistance. This effort is coordinated by the Student Development Center. Disabled students are encouraged to contact the center to discuss their needs.

Career Planning and Placement Services

The Career Planning and Placement Service of the Student Development Center provides career planning and placement services to students and alumni of UNCW. Assistance in developing career plans is available through individual advising, workshops and seminars. The office also provides information and counseling on careers, specific job requirements, employers, and graduate school programs. Students are encouraged to use these services early in their college career.

The office publicizes specific job openings (part-time, summer and full-time); makes individual referrals; schedules recruiting visits; keeps company literature; and provides information about public and private schools, and state and federal government opportunities.

Seniors should register with the Career Planning and Placement Service early in their final year to establish a credentials file and to avail themselves of all placement services including resume writing, interviewing skills and planning a job search.

Appointments for counseling or inquiries may be made by calling 395-3174.

OFFICE OF VETERANS' AFFAIRS

The Office of Veterans' Affairs in Hinton James Hall provides educational assistance to veterans and/or their dependents enrolled at The University of North Carolina at Wilmington. The OVA is concerned with the recruitment of veterans into the University and ensuring that they successfully complete their educational programs. The OVA works with other campus offices to conveniently serve the needs of veterans and dependent students.

Services to veterans and dependents include workstudy positions, peer and professional counseling. community outreach services, tutorial services, and special programs for educationally disadvantaged veterans.

Veterans and dependents receiving VA educational benefits are required by the VA to pass at least one course the semester they begin their college training. All students receiving VA educational benefits are now required to come by the OVA at least once per semester. This is necessary to ensure prompt correspondence between the OVA and the Veterans' Administration.

UNCW keeps records of progress on veteran and nonveteran students alike. Progress records are furnished to the students, veterans and dependents, at the end of each scheduled school term.

The retention chart below will apply to all veterans and dependents using GI benefits for their education at UNCW.

Total	Required Quality Point
Hours	Average for Eligibility
Attempted	for Continuing Certification
6 to 26	
27 to 58	
59 to 88	
89	2.0

THE WRITING PLACE

The Writing Place offers one-to-one tutoring for any academic writing assignment. Our tutors can help students get started with a paper, offer aid in the development and organization of a paper, and demonstrate strategies that help writers at each stage of the composing process. We are staffed by student, faculty, and community tutors. The Writing Place also makes available, by appointment, micro computers for word processing only. We are open from 9 a.m. until 9 p.m. on Monday through Thursday, and 9 a.m. until 2 p.m. on Friday. To schedule an appointment, call extension 3549 or stop by 203 Morton Hall.

UNIVERSITY UNION

The University Union is seen as the living room of the campus. Providing a variety of services for faculty, staff, and students, the Union also houses several offices: Career Planning & Placement, Development, Fledgling, Greek Life Office, Minority Affairs, Postal Services, Seahawk, Student Government Association, Student Activities, University Program Board, and the University Union administration.

Information Center

The Information Center is located on the first floor of the University Union and is open Monday-Friday, 8 a.m.-10:30 p.m., Saturday noon-10:30 p.m., and Sunday, noon-10 p.m. During school vacations the Information Center is staffed 8 a.m.-5p.m.

Some of the services provided by the Information Center are:

- -Student addresses and telephone numbers
- -Campus lost and found
- -Campus-wide vending machine refunds
- -Change
- -Recreation and games equipment check-out
- -Community and campus event information and ticket
- -Wilmington area information and maps
- -Bus and plane schedules
- -Babysitter, typist, and tutor lists
- -Daily University Union schedule
- -Campus maps and telephone numbers
- -Discount movie tickets

If you have any questions about the campus or the Wilmington area, feel free to drop by the Information Center or give them a call at 395-3841 or 395-3846. They have the answers!

Student Activities

The Student Activities Office advises students and helps coordinate such diverse student interests and activities as fraternities, sororities, student publications, University Program Board, campus and community volunteer work, and campus-wide clubs and organizations. The office publishes a monthly activities calendar and edits the Orientation News.

Recreation and Games Areas

The University Union provides numerous recreation and games opportunities. The Union has championship-size billiard tables, table tennis, and current video games, available to all students, faculty, and staff for a nominal charge. The Union provides all the necessary equipment to use these areas. The Union also sponsors various recreation and games tournaments throughout the school year and weekly specials such as half-price billiards on weekends.

Snack Bar

ARA Food Services operates the campus snack bar on the first floor of the Union. Serving a wide variety of foods, it is also a popular gathering place, and is available for catered events by advance reservation.

Wachovia Teller II

Wachovia Bank has an automatic teller machine in the Union, conveniently located across from the Post Office. Wachovia Teller II is a participant in the Cirrus System, a banking network which enables users to use most North Carolina bank cards with the machine.

ID Cards

ID cards are issued to all students and are used for admittance to University functions and for identification on and off campus. ID's are made during the first days of the semester. They are issued and validated in the Union.

Part-time students receive a temporary, paper ID card. Full-time students receive a permanent, plastic card which is updated with a color-coded sticker each semester.

There is a \$5.00 charge to make a duplicate ID card if the original is lost. Replacement ID cards will be made in the Union Administration Office, Monday-Friday, 8:30 a.m.-10:30 a.m., and 2:30 p.m.-4:30 p.m.

ID's are used to: check books out of the library, get into the bookstore and the gymnasium, cash checks at the bookstore (\$20.00 limit), vote at student elections, pick up diplomas at Registrar's Office, pick up checks at the Financial Aid and Cashier's Office, and receive a basket card from the locker room in Hanover Hall.

Volunteer Opportunities

The Union Director acts as a liaison between the University and the Lower Cape Fear Voluntary Action Center to help students and faculty find suitable volunteer positions in the community. There are plenty of opportunities available for students regardless of their skills, interests, or talents. A "Volunteer Opportunities" booklet is distributed each fall which outlines many agency positions.

MINORITY AFFAIRS

The Office of Minority Affairs, located in Room 211 of the University Union, is responsible for the implementation of programs and activities designed to enhance the overall experiences of minority students at UNC-Wilmington. Some of the services/activities offered by Minority Affairs include:

- -Minority Mentor Program
- -Tutorial Assistance Program
- -Workshops
- -Black History Month Programs

The director invites all students to visit the office or call 395-3832 or 395-3439 to discuss ways in which the office can be of service.

UNIVERSITY BOOKSTORE

The University bookstore is located in the Student Support Center on the corner of "F" Street at Riegel Road.

Store Hours

Normal operating hours are 8 a.m. to 5 p.m. Monday through Friday. The fall and spring semester hours are extended until 8 p.m. for the initial two weeks. A valid ID is required for entrance to the bookstore.

Check Cashing

A valid ID is required to cash your personal check or

one from your parents, not to exceed \$20.00 over your purchase. Your local address, ID number and phone number must be on the check. Three weeks prior to semester ending, checks will be honored for purchase amount only. A \$10.00 fine will be assessed on each returned check.

Textbook Refunds

Full refund for new and used textbooks will be made during the first three weeks of classes upon presentation of your cash register receipt (one week for summer). All new textbooks MUST be clean and unmarked.

Defective books will be replaced at no charge and should be returned at once.

Buy Back

Buy-back days are conducted after each semester during exams. The bookstore will pay 50 percent of current selling price providing they can use the book in the following semester. Should the bookstore be unable to purchase your book at these terms, a wholesale price will be offered.

A valid ID is required for the selling of books during this time, and you must sign for books sold.

Services

Check Cashing Special Orders Caps & Gowns Announcements Class Rings

UNIVERSITY POST OFFICE

A U.S. Post Office and student post office boxes are located on the first floor of the University Union. Each student is provided a post office box in which all mail (with the exception of grades) is delivered.

Boxes are assigned at the beginning of the fall semester for the full academic year and are cancelled at the end of the spring semester.

Keys to the boxes are issued at the Post Office. Post office box keys must be returned when any of the following three (3) events occur:

- a. You withdraw from school
- b. You are not returning the next semester
- c. At the end of the Spring and Summer II semesters

There is no deposit required for the keys, but a \$10 replacement charge will be levied for lost or unreturned keys.

All services are available at the Post Office (stamps, money orders, etc.). The window hours are 8:30 a.m.-4:30 p.m. Monday through Friday with the exception of federal and University holidays.

When a student will no longer be enrolled at the University, a change of address card should be filled out and left with the Post Office.

RANDALL LIBRARY

The William Madison Randall Library, completed in

1969, is named for the President Emeritus of Wilmington College. The present facility has a seating capacity for more than 475 readers and space for approximately 265,000 volumes. A construction project is now underway to more than double the size of the library. This project, which includes the complete renovation of the existing building, is scheduled for completion in June, 1987.

The Randall Library collection now contains over 265,000 volumes shelved on open stacks according to the Library of Congress classification system. Rare and unique items are housed in the Helen Hagan Rare Book Room. Some 4,200 serial publications are regularly received, and extensive back files are maintained in bound volumes and in microformat. Coin-operated machines for copying printed materials and microforms are available.

The Randall Library is a partial depository for the United States government publications, and the collection of documents now consists of approximately 300,000 titles.

An audio center with 18 listening stations and a wide variety of recordings are available for class assignments and personal enjoyment. Study rooms are available for small groups to study together, and a 73-seat auditorium is equipped for all types of audio-visual use.

The Library is open over 98 hours per week during the two regular academic sessions. Reference librarians are available to provide information and reader guidance to students and faculty. The hours are 7:30 a.m.-midnight, Monday through Thursday; 7:30 a.m.-9:00 p.m., Friday; 10:00 a.m.- 6:00 p.m., Saturday; and 1:00 p.m.-midnight, Sunday

Students are expected to learn the library's policies and operational procedures, and use the library within these necessary guidelines. Student ID's are required to borrow library materials. Suggestions concerning the library's policies and procedures are actively solicited and are always welcome.

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is responsible for and provides law enforcement, safety, and security services to the UNCW community. The department is divided into three sections: Police Operations, Prevention and Investigations, and Campus Safety.

The Police Operations section is the largest and most visible element of the Department of Public Safety. Uniformed campus police officers are on duty twenty-four hours a day every day of the year. Each police officer is a fully sworn and certified law enforcement officer who has arrest authority as authorized by N.C.G.S. 74A.

A large number of uniformed student employees are attached to the Police Operations Section. These students provide patrol, parking enforcement, crowd and traffic control, building security and walking escorts. Their efforts are concentrated in the areas where students live.

Two police officers are assigned full time to Prevention and Investigations. These officers coordinate special requests for officers, assist various groups and individu-

als with crime prevention programs, and perform criminal investigations.

The Campus Safety Coordinator is responsible for a wide variety of safety programs. The most prominent among these are OSHA, Radiation Protection and Hazardous Materials. All employee and student accidents should be reported as soon as possible for investigation and correction of any factors that may have contributed to the injury.

The department is responsible for Emergency Preparedness and Management. Fires, explosions, severe weather and the like will initiate a response.

The Department of Public Safety encourages each UNCW community member to be aware of and responsible for his or her own safety and security.

CAMPUS PARKING

Students and employees of the University are responsible for the registration of their respective vehicles and for compliance with rules and regulations governing the operation of these vehicles on University property. In the interest of fairness and legality, these rules and regulations apply equally to the public, University employees and students. The cooperation of vehicle operators in the administration and enforcement of traffic and parking regulations will enhance the convenience, safety, and general welfare of the University community.

Vehicle Registration

Students and employees of the University who operate or park a vehicle on the University campus must register their vehicle at the Parking Administration Office in the Student Support Center. All student vehicles must be registered annually at the beginning of the fall semester or within 48 hours after the first class of the fall/spring semesters and both summer sessions. Vehicles of students who register for classes after the beginning of the fall/spring semesters and both summer sessions must be registered within 48 hours of that date. All student decals, regardless of the date of issue, will expire at the end of the academic year.

Temporary Registration

In unusual circumstances, a student or faculty/staff member may obtain a temporary permit to operate an unregistered vehicle on the campus for a period not in excess of two weeks. If the individual has registered a vehicle on campus, the temporary permit is issued without charge. If the individual has not registered a vehicle on campus, a fee of \$2.00 per week will be charged.

Designated Parking

- A. Parking spaces for students are outlined by white lines.
- B. Parking spaces for employees are outlined by yellow lines. Employees may park between white lines when designated employee parking is not available.
- C. Parking spaces for visitors are outlined by yellow

lines and identified by appropriate signs.

- Parking spaces for handicapped persons are outlined by yellow lines and identified by appropriate signs.
- E. Residence hall students may not park at the front of campus between 7 a.m. and 3 p.m., Monday through Friday.

Appeals Procedure

Students and employees may appeal traffic or parking citations to the Parking and Traffic Citation Board. The following steps should be taken in the appeals process:

- A. The traffic appeal form may be obtained from the Parking Administration Office within seven (7) days from the date of the citation.
- B. The appellant initiates an appeal by filing a traffic appeal form within the Parking Administration Office. A written detailed justification should be attached to the form. The Review Board will consider an appeal based on the written material submitted. However, appellants may request permission from the Board to present appeals in person.
- C. Appellants will be notified by letter of the Review Board's decision. Those appeals that are denied must be paid at the University Cashier's Office within seven (7) days.

OFF-LIMITS PROPERTY

The eastern section of the University's property, which is undeveloped, should not be used for any purpose by students.

Comprising approximately 60 percent of the total campus, the area is posted with "No Trespassing" signs, which should be observed.

THE STUDENT HEALTH AND WELLNESS CENTER

The UNCW Student Health and Wellness Center (SHWC) is located in the north entrance of the Student Support Center and is open daily Monday - Friday from 8:30 a.m.-5:00 p.m. Telephone number is 395-3280 (EMERGENCY-day-395-3061). A Wilmington Health Associates (WHA) physician is on call for urgent or emergency medical care after 5 p.m. Monday-Friday, and on weekends (telephone 341-3300).

The SHWC professional staff includes a physician assistant, two nurse practitioners, two nurses, a medical assistant, and the coordinator of the Office of Health Promotion.

Eliqibility for Service

Any student taking six or more credit hours (living on or off campus) is eligible to utilize the SHWC. ID cards must be presented. Students taking less than six hours or who choose to remain in Wilmington during the summer months and are preregistered for fall classes may elect to purchase the SHWC service through the office of

Auxiliary Services. All students are required to have the following on file in the SHWC: Report of Medical History and Physical Examination and Record of Immunization.

Scope of Services

Services include diagnosis and treatment of general and acute medical problems, laboratory tests, allergy injections, gynecologic examinations and counseling, weight control and nutrition counseling, smoking cessation, crisis intervention, referral to WHA and other specialists as needed and through our Office of Health Promotion, opportunities to explore a healthier lifestyle via campus wellness events, residence hall programming, and the wellness resource center.

Students who require further evaluation are referred to a WHA physician. Physician services and diagnostic tests (other than specialty testing) performed in the WHA office are covered by the student health fee. Specialty diagnostic testing or testing for chronic illnesses is NOT covered by the student health fee. Referrals to specialists (dermatologists, gynecologists, orthopedists, and general surgeons) other than WHA physicians are NOT covered by the health fee. Therefore, it is very important that you avail yourself of the Student Group Health Insurance policy (if you or your family do not have health insurance) at a reasonable cost. Forms are available in the SHWC and in the Dean of Students office.

Emergency Procedures

Notify SHWC at 395-3061 for assistance or questions.

After hours and on weekends call WHA at 341-3300.

Students involved in serious accidents, or who appear to be seriously ill and/or require immediate hospital emergency care, should be taken to the emergency room as quickly as possible in a private car or by rescue squad. Campus security personnel can also be of assistance to you in these situations. In all cases, the WHA physician on call should be notified. This physician is available 24 hours per day. He will personally provide emergency treatment for serious medical problems or, in cases when the nature of the illness warrants it, will assist in obtaining care from a qualified specialist.

Medical Excuses

The SHWC does not routinely issue medical excuses. An instructor with your permission may verify that a "medical problem" did exist and get an estimate of the extent of your illness. Specific details WILL NOT be released without your written consent. One of the health care providers may recommend a reduction in your course load or medical withdrawal from the University.

Confidentiality

All patient/health care provider interactions are confidential. All charts and records are CONFIDENTIAL and parents, friends, or relatives DO NOT have access to any information about you.

ACADEMICS

CHANGE OF NAME AND/OR ADDRESS

It is the responsibility of each student to give written notice to the Registrar's Office of any change in permanent address and/or name.

PREREGISTRATION

Preregistration for currently enrolled students is held each semester. Students who complete preregistration and pay fees by the designated date are registered. If declared academically ineligible at the end of the preceding semester, the preregistration is cancelled.

To preregister, you must:

- Obtain appointment with your advisor to obtain your Permit to Register and to plan your class schedule.
- Have your advisor sign your Permit to Register when your class schedule is completed.
- Take your signed Permit to Register to the assigned Data Entry Station on the date indicated on your Permit. You will be registered for all your classes. A copy of your class schedule will be available in your mailbox in the University Union the day after you preregister.

*You cannot preregister before the initial date on your Permit. If you attempt to preregister before this date, your preregistration will be cancelled.

Payment of Fees for Preregistration

If you have preregistered and you or your parents do not receive a bill, contact the Registrar's Office immediately. It is your responsibility to make sure that your payment is received by the cashier before the deadline published in the Schedule of Classes.

All scholarships, loans, credit balances, etc., must be verified through the Financial Aid Office and validated by the Cashier's Office. Failure to give proper notification to these offices prior to the payment date, or failure to pay fees for whatever reason, will result in the cancellation of your preregistration.

REGISTRATION

Registration is limited to the time period specified in the University calendar of events. Classes may not be added after the last day of registration. Students may take up to 18 hours without restriction. Students who have a cumulative quality point average of 3.5 may be allowed,

with special permission of the appropriate dean, to carry a maximum of 21 semester hours.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to graduate in 8 semesters, a student must average 15 to 16 hours per semester. The required number of hours passed for each classification is as follows:

Less than 27 semester hours credit - Freshman From 27-58 semester hours credit - Sophomore From 59-88 semester hours credit - Junior More than 88 semester hours credit - Senior

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. Make contact with instructors in the case of prolonged absences. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

GRADES AND REPORTS

The University of North Carolina at Wilmington uses the quality point system and semester hour credit for calculating student achievement. Grade symbols used are A-Excellent, B-Good, C-Average, D-Passing, F-Failure, I-Incomplete, W-withdrawal.

Quality points are assigned as follows: 4-A, 3-B, 2-C, 1-D. No quality points are given for a grade of I, F, or W. The quality point ratio is determined by dividing the accumulated number of quality points earned by the accumulated number of semester hours attempted. Hours attempted for which a grade of I or F has been assigned must be included in this calculation.

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student. All incomplete grades must be removed according to a deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the incomplete was given; otherwise, the I becomes an F

Grade reports are mailed to the student's permanent address at the end of each semester.

WITHDRAWAL POLICY FOR UNDERGRADUATE STUDENTS

A student is allowed to withdraw from the University or from individual courses through the first week of the semester without having a grade entered on the academic record. Inclusive of the second through the sixth week of the semester, any student who withdraws from the University or from individual courses will receive a grade of W. A grade of W will not affect the student's grade point

average. Beginning with the seventh week of the semester, a grade of F will be assigned for each course withdrawal.

To withdraw from an individual class or classes, the student must submit a Schedule Revision Form(s) to the Registrar's Office prior to the last day for withdrawal as indicated in the University Calendar of Events. To withdraw from all classes, the student must process an official Withdrawal Form through the Dean of Students Office. If the student is unable to appear in person to withdraw, written notice must be sent to the Dean of Students Office.

Should extenuating circumstances warrant, the grade of F assigned for course withdrawal may be changed to a W. This determination will be made by the dean of the school or college in which the student is enrolled. It is the student's responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred.

GRADE APPEAL PROCEDURE

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of the next regular semester.

The student shall present the appeal in writing to the chairman of the department within which the protested grade was awarded. By conferring with the student and the instructor, the chairman will seek resolution by mutual agreement.

Failing such resolution, the department chairman will transmit the written appeal to the appropriate dean, who will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the convening dean and five faculty members appointed by the dean. If the committee affirms the instructor's decision, the dean will notify in writing the faculty member, the student, and the department chairman as appropriate. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. If the re-evaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the re-evaluation is final and may not be further appealed.

DEAN'S LIST

Grade point average of 3.5 or better with no grade less than B is required for students taking 12-14 hours. Grade point average of 3.2 or better with no grade less than B is required for students taking 15 or more hours.

ADVANCED PLACEMENT

The University of North Carolina at Wilmington participates in the advanced placement programs of the College Entrance Examination Board. A brochure listing the examination's required minimum scores, course equivalents, and credits awarded is available through the

Registrar's Office or the Admissions Office. A freshman who scores a 3 or above on the Advanced Placement test will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Individual departments have determined the specific courses for which credit will be given.

RETENTION CHART

Scholarship is both encouraged and required at The University of North Carolina at Wilmington. In order to remain at the University, all students must meet the quality point requirements as outlined below:

Total Hours	Average for Eligibility				
Attempted	To Continue in the University				
6-26					
27-58					
59-88					
89 or more					

Transfer students are placed in the above retention chart based on total hours transferred from all institutions attended. A transfer student's quality point average is computed only on work attempted through The University of North Carolina at Wilmington.

GRADUATION REQUIREMENTS

Application for graduation must be filed in the Registrar's Office on or before the dates specified in the University calendar.

Students may qualify for the bachelor's degree by completing successfully (1) the basic studies requirements, (2) an approved course of study in an area of concentration, (3) a total of 124 semester hours of credit, and (4) a minimum quality point average of 2.0. The final 15 hours of credit required for the concentration must be completed at The University of North Carolina at Wilmington.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing the final 30 hours of course credit are completed at UNCW. Upon completion of all requirements, the student will receive either the Bachelor of Arts or the Bachelor of Science degree.

All graduates are invited to participate in commencement exercises which are held after the spring semester.

Caps and gowns are required for commencement exercises and may be picked up at the bookstore approximately one month before commencement. Also, announcements may be purchased at the bookstore.

Students must pay all University fees and fines prior to receiving their diplomas.

DEGREES WITH DISTINCTION

Three degrees with distinction are granted to graduating students based on all work attempted in meeting requirements for the degree as follows:

Cum Laude for an overall average of 3.50
Magna Cum Laude for an overall average of 3.70
Summa Cum Laude for an overall average of 3.90

Degrees with distinction are granted to transfer students under the following conditions:

- The student must have the required overall average on all work attempted (including any transfer hours attempted).
- The student must have the required average on work completed at The University of North Carolina at Wilmington.

Students who complete the Senior Honors Program satisfactorily will be graduated "With Honors in" the discipline in which the special work is undertaken.

RESIDENCY STATUS FOR TUITION PAYMENT

Residency status for tuition purposes is defined in the North Carolina General Statutes as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal quardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the state. this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domicilaries of the state, this fact shall be prima facie evidence of non-domiciliary status of the individual. (G.S. 116-143.1)

The initial classification of students as in-state or outof-state residence for tuition purposes is made by the
Admissions Office (undergraduate) and Graduate Office
(graduate students). Appeals for in-state status may be
made to the campus appeals body, Out-of-State Tuition
Appeals Committee. University regulations governing
residential classification of students are set forth in detail
in "A Manual to Assist the Public Higher Education
Institutions of North Carolina in the Matter of Student
Residence Classification for Tuition Purposes." Each
enrolled student is responsible for knowing the contents
of this manual. Students who are interested in referring to
this manual can do so by going to the undergraduate
Admissions Office, Dean of Students Office, the
Registrar's Office or Randall Library.

Applications for Residence and Tuition Status can be obtained from the undergraduate and graduate Admissions Office, or the Registrar's Office. After completing the application, the student must turn it in to the Registrar's Office.

ACADEMIC REGULATIONS— GRADUATE STUDENTS

Graduate students should refer to the graduate studies section of the University catalog for policies and procedures.

STUDENT GRIEVANCE PROCEDURE

Any student who believes that he or she has a legitimate grievance against another student or University employee may seek resolution of that grievance through the student grievance procedure. This procedure shall be applied to individual grievances other than (1) a grade appeal which is covered by the Grade Appeals Procedure, or (2) matters within the jurisdiction of the University Judicial System. Complaints involving a grade or other academic matter must be filed before the last day of the next succeeding regular semester. A complaint that is not academic related must be filed within thirty (30) days of the date the alleged incident occurred or from the date of the consequences of the alleged incident.

Procedure

Any student wishing to file a grievance should first discuss his or her complaint with the Dean of Students or the Federal Compliance Officer. The Dean of Students or Federal Compliance Officer will advise the student of the steps in the grievance process and, depending on the nature of the grievance, direct the student to the appropriate reviewing officer. Complaints against faculty members and EPA employees shall be referred to the appropriate Academic Dean, Director, or other University official who has most direct administrative jurisdiction over the person whose conduct is complained of, and complaints against SPA employees shall be referred to the Director of Personnel. Complaints may be made orally or in writing to the appropriate reviewing officer. Before

either an administrative or grievance inquiry is begun, that officer must record the complaint in written statement identifying the grievant, the conduct complained of, and the employee alleged to have engaged in it. A copy of this record shall be provided *in every* case to the Federal Compliance Officer.

When a complainant seeks personal redress for an alleged wrong, then he or she must be willing to be identified to the person charged. If the complainant is willing to be identified, the reviewing officer will notify the person charged in writing, stating the complaint and indicating that an informal inquiry will be conducted. If the complainant is not willing to be identified or ceases to seek personal redress, he or she should be advised that the institution, if it determines that such action is necessary, may pursue an inquiry on the institution's behalf and in its name rather than that of the individual. Administrative procedures are initiated by the institution to assure appropriate conduct by its employees, e.g. when the institution seeks to prevent likely recurrence of apparent improper conduct, even though no individual complainant wishes to pursue a personal grievance.

If the grievance cannot be resolved at an informal level. then the student may file a formal complaint with the Vice Chancellor who has administrative jursidiction over the person named in the complaint. The Vice Chancellor will convene the student grievance panel. The chairperson of the Student Affairs Committee, after consultation with the appropriate Vice Chancellor and in consultation with the Student Affairs Committee, will appoint no less than five persons representing faculty, students, and staff when appropriate, to hear the grievance. Upon hearing the grievance, the student grievance panel shall make its recommendation to the Vice Chancellor who will render the decision. If the Vice Chancellor's resolution is not satisfactory to the complainant, he or she may appeal the Vice Chancellor's decision to the Chancellor who will render the final decision.

STUDENT LIFE

STUDENT GOVERNMENT ASSOCIATION

The UNCW Student Government Association prides itself on its accomplishments as the student body's representative to the University administration and the community. Student Government receives a student fee to direct various projects and provides the basic financial suport for some 20 clubs and organizations, such as the campus newspaper and programming board.

Student Government is modeled after state and federal governments with democracy as the focal point. Executive officers are elected by the student body each spring, and legislative representatives are elected from

each class and at large, in the fall and spring. There is also a full judicial branch of SGA, whose members are elected and appointed by the students.

Students wanting to serve on advisory committees and boards or to voice their concerns are encouraged to come by the Student Government Office, Room 200 University Union, or to attend Thursday night Senate meetings. All students are encouraged to participate.

UNIVERSITY PROGRAM BOARD

The University Program Board is seven committees composed of highly energetic, creative students dedicated to the task of bringing quality activities to UNCW. The board is designed to streamline the method of

programming and coordinate student efforts to offer a broad range of cultural, entertaining and social events.

UPB programming includes films, lectures, concerts, dances, coffeehouses, live performances, fine arts

programs and many special events.

Events that the UPB has sponsored in the past include the Halloween Dance, Willie Nelson, Blackfoot, political activist Abbie Hoffman, student talent night, comedian Steven Wright and Spring Week-a week of fun-filled events highlighted by the Sea-Side Jam outdoor concert.

The UPB experience includes planning, producing and evaluating each event. In addition students acquire skills in contract negotiation, time and budget management, delegation and much more. The University Program Board has seven committees: Concert, Special Events, Minority Arts, Half Moon Productions (coffeehouse), Performing Arts and Lectures, Film and Video, and Residence Life. For more information about the University Program Board, call 395-3842 or come to the weekly meetings on Thursdays at 5:30 p.m. in room 201 of the University Union. The UPB office is located in the University Union Room 202C. Feel free to stop by and see US.

ORGANIZATIONS

A variety of social, academic, and service organizations enhance student life at The University of North Carolina at Wilmington. National sororities and fraternities on campus recognize students for their leadership and service. Several departments in the University have locally and nationally organized groups to stimulate interest in specific areas and to develop professional attitudes. A representative listing follows:

Professional Fraternities

Alpha Kappa Delta (honorary) Phi Beta Lambda Psi Chi (honorary) Sigma Alpha Beta Sigma Pi Sigma (honorary)

Service Fraternity Alpha Phi Omega

Social Fraternities Alpha Phi Alpha

Chi Phi

Delta Sigma Phi Delta Tau Delta

Kappa Alpha Psi Kappa Sigma

Omega Psi Phi Pi Kappa Phi

Sigma Alpha Epsilon

Tau Kappa Epsilon Social Sororities

> Alpha Delta Pi Alpha Lambda Omega Delta Sigma Theta

Delta Zeta

Registered Student Organizations

American Marketing Association

Atlantis

BACCHUS Biology Club Black Student Union (BSU) Campus Christian Fellowship Campus Crusade for Christ College Republicans Communications Club Concert Choir Criminal Justice Club Earth Science Club **English Club** Fledgling Football Club Foram Forensics Geography Club Gospel Choir Health Science Club Interfraternity Council Math and Computer Science Club Museum of World Cultures Club National Association for Advancement of Colored People (NAACP) North Carolina Student Legislature (NCSL) Nursing Students Association Outdoor Adventure Club Panhellenic Council Political Science Club Propeller Club Psychology Club Racquetball Club Recreation Majors Association Seahawk

Society of Physics Students

Student North Carolina Association of Educators

Surfina Club **UNCW Historical Society**

UNCW Rugby Club University Readers Theatre

University Program Board Way Bible Fellowship Women's Literary Journal

Women's Soccer Club Women's Ultimate Club

UNIVERSITY THEATRE

The University Theatre is an educational theatre dedicated to the creative advancement of the dramatic arts. Four major plays are presented during the academic year with experimental work produced on demand.

The University Theatre provides a place for students to expand their theatrical curiosity of the educational, recreational and experimental outlets indigenous to the theatre, onstage, backstage and before the stage.

For information concerning auditions and performance, contact the Division of Drama of the Department of Creative Arts.

UNIVERSITY READERS THEATRE

The University Readers Theatre offers students an

opportunity to participate in the group performance of literature. Readers experience the imaginative process of bringing literature to life, from short stories and novels to poetry and drama.

For information concerning auditions and performances, contact Carole Tallant, Division of Speech Commu-

nication, Department of Creative Arts.

INSTRUMENTAL ENSEMBLES

The University Pep Band is open to all students and plays for most home basketball games. Credit for performance in this ensemble is available. Contact Harry McLamb, Division of Music, Department of Creative Arts, for further information.

The UNCW Wind Ensemble is organized each semester to provide instrumental music experience for students who want it. Membership is open to any student who has had instrumental experience, with the approval of the director, and participants may earn credit. The University Wind Ensemble presents concerts each semester.

The UNCW Jazz Ensembles program consists of a large ensemble and smaller ensembles. The large ensemble performs contemporary big band music while the smaller groups perform jazz-fusion and/or mainstream jazz. Credit for performance in these ensembles is available. The UNCW Jazz Ensembles perform several concerts on and off campus each semester. Development of performance in the jazz idiom is stressed. These groups are open to any student who has had instrumental experience. Auditions for each group are held at the beginning of each semester. Further information may be obtained from Frank Bongiorno, Division of Music, Department of Creative Arts.

VOCAL ENSEMBLES

The UNCW Concert Choir is organized each semester to provide vocal musical experience for students who desire it. Membership is open to any student in the University with the approval of the director, and any participant may earn credit. Participation of non-music majors may be supplemented by private lessons, also for credit.

The University Concert Choir and its small ensemble, the Chamber Singers, regularly provide music for University functions, appear on radio and television, and act as ambassadors from the University at a wide spectrum of community functions. In 1982, the Chamber Singers performed at the World's Fair.

WILMINGTON SYMPHONY ORCHESTRA

The Wilmington Symphony Orchestra gives citizens as well as students the opportunity to use their musical talents in a cooperative endeavor. Five concerts are given during the school year. Rehearsals are held each Tuesday from 7:30 p.m. to 9:30 p.m. UNCW students receive one credit hour per semester. Interested students should contact Dr. Richard Deas in Kenan Hall, Room 116.

BOOST ALCOHOL CONSCIOUSNESS CONCERNING THE HEALTH OF UNIVERSITY STUDENTS (BACCHUS)

BACCHUS is a student group that promotes the responsible use and non-use of alcohol. The stated purpose of BACCHUS is to:

Encourage responsible drinking behavior within the campus community.

Work to alleviate problems of alcohol abuse and educate and inform students, faculty and administrators of alcohol use and abuse.

Facilitate alcohol-related research.

Increase student awareness of healthy alternatives to alcohol abuse.

Enhance communication within the campus community regarding alcohol-related matters.

BACCHUS does not find it necessary to condemn alcohol or drinking in order to deal with the harmful misuse of alcohol. Instead, it recognizes the important and positive role alcohol has played in social and religious activities.

BACCHUS is students helping students understand alcohol and its use and non-use.

BACCHUS sponsors different activities at UNCW. If you would like more information about BACCHUS and are interested in joining the UNCW Chapter, contact the Student Health and Wellness Center, Office of Health Promotion

NON-TRADITIONAL STUDENTS

The term "non-traditional" refers to students over 23 years of age who have returned to an academic setting after an absence and who have job and/or family responsibilities. Approximately one-fourth of the student body meets these criteria.

Non-traditional students are encouraged to become active in every aspect of campus life. In an effort to meet the needs of these students, the University has designated the Associate Dean of Students in Alderman 110 as the contact person.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Who's Who recognizes students whose academic standing, participation in extracurricular activities and community service are decidedly above average. A student may be nominated once as a junior, once as a senior, and once as a graduate student. Nominations may be submitted by faculty, staff, and/or students. Applications for nominees are available in the Student Activities Office, 202 University Union.

In order to be nominated at UNCW, a student must have a 2.5 cumulative grade point average and a minimum of 59 semester hours prior to the beginning of fall semester.

PUBLICATIONS

Atlantis

Atlantis, the UNCW student literary-art magazine, is published twice a year. Atlantis is written, edited and designed by UNCW students. The magazine is sponsored by the English department and its creative writing program and funded by the SGA. Students are invited to submit poetry, short stories, and art to the Atlantis office and to apply for positions on the staff. The literary-art magazine aims to discover the creative talents of UNCW students.

Fledgling

Each year a staff of students at UNCW works to compile an accurate and meaningful account of life on campus. The publication is known as the *Fledgling* and is distributed in the spring.

The staff tries to capture in pictures and words everything that happens, trying to represent and recognize every student in some way. Any interested student is eagerly welcomed to the Fledgling staff.

Seahawk

The regular weekly newspaper of the students of UNCW, the Seahawk, is a vital voice of University activities. It provides a forum for the expression of ideas, thoughts and open, honest communication. The staff is open to anyone who wishes to work as an editor, reporter, columnist, typist, artist, photographer or layout specialist. In addition to furnishing news articles, features and editorials for interest and entertainment, the Seahawk provides such services as free classified ads to those within the University community. The staff invites any interested person to visit the office located in the University Union.

Catalogues

Students are given one catalogue at the beginning of each academic year. After that, if the catalogue is lost, a copy may be purchased from the bookstore for a nominal fee.

SUBSTANCE ABUSE ADVISORY BOARD

The UNCW Substance Abuse Advisory Board, a group of student, faculty, staff and community volunteers, studies alcohol as well as other drug use on campus; provides information about the effects of alcohol, and encourages deliberate and responsible decision-making about alcohol use.

Information sessions about decision-making, safe drinking attitudes, legal responsibilities, party planning, and University regulations are available to students, clubs, organizations and residence life groups. Students who want more information about these services should contact the Dean of Students Office, Alderman 110 or the Student Health and Wellness Center.

INTRAMURALS

Objectives of the Intramural Program

The Intramural Office conducts a program of varied activities to provide students with the opportunity to participate in organized individual and team sports. The program does not require the intense training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition and good sportsmanship.

The intramural program will attempt to contribute to the student's overall educational experiences by providing:

- Organic vigor, strength, endurance, and emotional readiness through competition in enjoyable activities that relieve tension and encourage companionship.
- 2. An opportunity to participate individually or on a team in a wholesome program.
- An opportunity to participate in activities which will carry over into later life.
- 4. An opportunity for the development of sportsmanship and a respect for the will of others.

How to Enter Intramural Activity

Steps to Follow to Organize a Team

- Check IM bulletin boards for: (a) yearly calendar; (b) biweekly calendar; (c) entry deadlines; (d) starting dates. Check activity information sheets which precede each activity for exact dates. Check the moving message board in the cafeteria.
 - 2. For all activities, get entry blanks from the IM office.
 - 3. Check on the eligibility of your team personnel.
- 4. List the names of your team members on the entry form. List a phone number for the manager.
- 5. Return the completed entry form personally to the IM office on or before the designated entry deadline. Entry forms will not be accepted through the mail.
- 6. If you do not wish to organize a team, but wish to play on one, contact the IM office.

Mandatory Team Captain's Meeting (most activities have required meetings)

- 1. Season schedules, rules, and other necessary information are distributed.
- Teams not represented at the team captain's meeting will not be eligible for competition. The representative must be the team captain or a member of the team and his or her name must appear on the roster.
- 3. Dates for meetings will be distributed on activity information sheets and bulletin boards.

Policy

When an individual participates on an intercollegiate team (varsity or junior varsity) through the first team cut, he or she forfeits the right to intramural participation in that sport, and closely related sports (i.e. basketball, free throws, one-on-one, three-on-three) for the remainder of the current academic year and the following academic year. Following the "lay out" year the individual may reenter the "intramural ranks" with no restrictions.

The student is responsible for medical expenses incurred as a result of any injury during an intramural activity.

Sportsmanship

A part of the philosophy of the intramural program is that good sportsmanship is vital to the conduct of every contest. To encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions to warn, penalize, or eject players or teams for poor sportsmanship. These decisions are final. The University Intramural Advisory Committee will rule on further penalties for unsportsmanlike conduct. The following are considered to be evidence of unsportsmanlike conduct:

Profanity.

Unnecessary delay of game.

Striking or shoving an opponent (automatic ejection from the game).

Arguing with officials concerning decisions (discussion is allowed as long as it is done in a mature manner by the team captain only).

Derogatory and abusive remarks toward an opponent, official, or spectator.

Any action which is intended to physically injure an opponent.

Any action which shows disregard for the rules or policies of the intramural program.

Divisions of Intramural Competition

All activities provided by the IM Department can have three divisions: men's, women's, and co-rec. The number of divisions is determined by the number of entries.

Awards

Certificates are awarded to league champions and overall champions in each sport.

VARSITY CHEERLEADERS

Cheerleader tryouts for upperclassmen are held in the spring of each year. All current cheerleaders who wish to continue on the squad must try out again at this time. It is the objective that six males and six females be selected at spring tryouts. Tryouts for the junior varsity team will be held in the early fall. If you are interested, contact the Athletic Office located in Trask Coliseum.

ATHLETICS

The University holds membership in the National Collegiate Athletic Association and is a member of the Colonial Athletic Association. There are eight intercollegiate teams fielded for men and seven for women as shown below.

Men's varsity sports include soccer, basketball, tennis, golf, baseball, swimming, cross-country, and water polo.

Women's varsity sports include volleyball, basketball, tennis, golf, softball, swimming and cross-country.

A tryout period for each varsity sport is held for students

Tennis Courts

interested in participating.

The tennis courts, located beside Hanover Hall Gymnasium and behind Galloway Hall, are available for all students, faculty and staff. A valid ID is required. Courts are generally open from 3 to 9 p.m. or at any time there are not physical education classes scheduled.

Exercise and Training Facilities

The weight training and exercise facilities of Trask Coliseum are available throughout the day to members of the University community. Consult the management of Trask for rules and regulations governing use of these facilities.

Swimming and Diving

The pool facilities of Trask Coliseum are available to students, faculty and staff at various hours of the day. Free swim hours are posted, and a diving tank is also available. Check pool regulations before using the facilities to assure you have the proper gear and attire.

Check bulletin boards in pool area for updates and time changes in free swim hours.

Handball and Racquetball

The handball and racquetball courts are available for student use during non-class hours. Courts must be reserved prior to use on the same day you wish to play. Equipment is provided for your use when you present a valid ID to the attendant.

Basketball and Volleyball Courts

In the afternoon and evening during non-class hours, students can use the basketball and volleyball courts in Hanover Hall Gymnasium. Time for court use fluctuates depending on intramural sports schedules.

RESIDENCE LIFE

OFFICE OF RESIDENCE LIFE

The Office of Residence Life strives to provide students with diverse and meaningful learning experiences outside of the classroom. On-campus student life is enhanced by providing a variety of opportunities for educational development, social interaction and athletic competition. The residence life program facilitates the growth of each resident through positive experiences in community living, self-discipline, and decision-making.

ASSISTANT DEAN OF STUDENTS WITH RESIDENCE LIFE

The assistant dean has primary responsibility for supervising and coordinating all aspects of student life in the University residence life program. These responsibilities include training and supervising staff, coordinating residence education programming, and monitoring student behavior in the residence halls and apartments.

AREA COORDINATORS FOR RESIDENCE LIFE

The two area coordinators are full-time, live-in professionals who report to the Assistant Dean of Students for Residence Life. These individuals are assigned to specific residence life areas and are responsible for supervising undergraduate staff and implementing the residence life program. The area coordinators work actively with staff and students to promote a positive community environment.

RESIDENT DIRECTOR

The resident director is an upperclassman assigned to a specific residence hall and supervised by the area coordinator. The resident director is responsible for general operation of his or her hall, including supervision of resident assistants, enforcement of University policies, and implementation of educational, social, and recreational programs.

RESIDENT ASSISTANTS

A resident assistant is assigned to each floor in the residence hall and in certain apartment buildings. His or her responsibilities include counseling, advising, programming, and enforcing University policy. Resident assistants have a working knowledge of the University, enabling them to mediate, assist, advise, and be a liaison between students and other members of the campus community. Resident assistants coordinate monthly health inspections, initiate maintenance reports, and monitor their respective areas.

Note: For more detailed information please refer to Section VII - University Owned Residences (page 36) and the Housing and Residence Life Booklet which is available from the Residence Life Office, Housing Office, and Dean of Students Office.

SERVICE DIRECTORY

Academic Advising	
Freshmen	General College Advising Center at Hoggard Hall
Sophomores, Juniors, and Seniors	Assigned Advisor
Address Change	
Address Information	
Advisor Assignments	
Advisor Change	
Alumni Information	
Audit Application	
Bicycle Registration	
Calendar of Events	
	or Information Center, 101 University Union
Campus Minister	
Career CounselingStu	
	or Career Planning and Placement.
	(University Union)
Cashing Checks (\$20 limit)	
Catalogues	
Certification of Student Status	
Clubs and Organizations	
Cooperative Education	
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CounselingStudent Development Center, Student Support Center
Course Changes
Crime Prevention Department of Public Safety
Crime Prevention
Dropping a Course
Registrar's Office, Hinton James Hall Fraternity and Sorority Information
Fraternity and Socority Information Student Activities Office 202 University Union
110 Aldermore Hall
Graduate Office
Graduation Application
GRE Information (Graduate Record Exam)Student Development Center, Student Support Center
HandicappedStudent Development Center, Student Support Center
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Health Insurance Information
Student Support Center
Office of the Vice Chancellor for Student Affairs,
101 Alderman Hall, or Dean of Students Office, 110 Alderman Hall
Honors Program Applications
Housing Information (On Campus)
Housing (Off Campus)
Information Center
Information Center
I.D. Cards
International Student Advisor
Internships
Loans and Grants
Loans and Grants
Lost and Found
Major Change
All Freshmen
College of Arts and Sciences,
Cameron School of Business Administration
School of Education
School of Nursing
Meal Card Replacement
Meal Plan Information
Name Change
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CAMPUS PHONE EXTENSIONS 395-3000

Accounting	3149	Health Center	3280	Records Office 31	26 & 3125
Admissions	3130	Hewlett Hall	3532		26 & 3125
Advising Center	3245	History	3307	Residence Halls	
Alumni Affairs	3616	Housing	3178	Assistant Dean of Student	s/
Anthropology	3420	Information Systems		Residence Life	3241
Art	3415	Director	3540	Area Coordinators	3241
Athletics	3230	Operations	3541	Belk Hall	3531
Auxiliary Services	3178	Administrative Servi		Galloway Hall	3530
Belk Hall	3531	Academic Services	3805	Graham Hall	3265
Biological Sciences	3487	Systems Developme		Hewlett Hall	3532
Bookstore	3188	Institute for Marine Biom		ROTC Office	791-1133
Business Affairs	3151	Research	256-3721	Safety Officer	3108
	3534	Institutional Research		School of Business Adminis	
Cafeteria CAMPUS COMMUNIQUE	3169		3520	Dean	3501
		Internal Auditing, System			
Campus Minister	3117	Accounting	3772	Accountancy	3509
Campus Police	3184	Intramurals	3261	Economics & Finance	3510
Career Planning & Placement	3174	Kenan Auditorium Mana		Management & Marketir	ng 3424
Cashier	3164	Ticket Office	791-9695	School of Education	
Central Stores	3180	Library Services		Dean	3354
Chancellor	3030	Director	3270 & 3271	Curricular Studies	3366
Chemical & Physical Sciences		Acquisitions	3199	Educational Design &	
Chemistry	3450	Cataloging	3275	Management	3350
Physics	3462	Circulation	3272	School of Nursing	3784
College of Arts & Sciences	3111	Interlibrary Loans	3273	SEAHAWK Office	3229
Communications	3440	Reference	3760	Security Services	3184
Compliance Officer	3840	Serials	3278	Sociology & Anthropology	3420
Contracts & Grants	3167	Special Collections	3276	Special Programs	3192
Copy Center	3183	US Government	0270	Sports Information Director	3236
Creative Arts	3415	Documents	3277	Student Activities	3285
Art	3415	Mathematical Sciences	3298	Student Affairs	3117
Drama	3440	Minister (campus)	3117	Student Development Cente	
Music	3390	Minority Affairs	3439 & 3832	Student Government	3200
Speech Communication	3440				53 & 3554
Criminal Justice	3420	Modern Languages	3340	Summer School Director	3193
		Music	3390		3772
Dean of Students	3119	News Bureau	3171	Systems Accounting	3549
Department of Public Safety Director of Graduate Studies	3184 3135	Payroll Officer	3163	The Writing Place	
Drama Graduate Studies	3135	Personnel Services	3160	Training Room	3238
		Philosophy & Religion	3406	Trask Coliseum	3233
Earth Sciences	3490	Physical Plant	3101	Administrative Officer	3233
Engineering	3490	Plant Engineer	3100	Pool	3237
English	3320	Grounds	3107	Locker Room	3240
Federal Compliance	3840	Housekeeping	3109	University Advancement	3751
Financial Aid	3177	Maintenance	3104	UNCW Calendar of Events	3797
Financial Services	3139	Motor Pool	3101	UNCW Foundation	3170
FLEDGLING Office	3548	Work Orders	3101	UNCW TODAY	3572
Food Services	3534	Placement Office	3174	U.S. Post Office (campus)	3182
Foundation of UNCW	3170	Police (campus)	3184	Vending Services	3178
Galloway Hall	3530	Political Science	3220	Veterans Affairs	3136
General College		Postal Services	3182	Vice Chancellor for	
Advising Center	3245	Printing Services	3183	Academic Affairs/Provost	3137
Geography	3490	Provost/Vice Chancellor		Vice Chancellor for Business	
Geology	3490	for Academic Affairs	3137	Affairs	3151
Graduate Studies	3135	Psychology	3370	Vice Chancellor for	0.01
Graham Hall	3265	Public Relations	3171	University Advancement	3626
Health, Physical Education		Publications Officer	3572	Vice Chancellor for	0020
& Recreation	3250	Purchasing Services	3156 & 3158	Student Affairs	3117
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CODE OF STUDENT LIFE

Preface

The Code of Student Life outlines the rights and responsibilities and expected levels of conduct of students in the University community. The purpose of the rules outlined is to prevent abuse of the rights of others and to maintain an atmosphere in the University community appropriate for an institution of higher education. Materials included will help student organizations and members of the University desiring to use University facilities gain a better understanding of responsibilities of various boards and committees and understand student rights and responsibilities. Sections in the code cover academic concerns (grievances and standards) and student conduct and appeals.

The Code of Student Life will be published periodically. Interpretations to sections within the Code may be requested by contacting the Vice Chancellor for Student

Affairs.

Rules included in the Code are subject to amendment or revision. Any member of the University community may submit amendments or revisions to the Vice Chancellor for Student Affairs for consideration. The Vice Chancellor for Student Affairs will ask the Student Affairs Committee, a standing advisory committee of the Faculty Senate, to make recommendations. The Vice Chancellor for Student Affairs will then make his/her recommendations to the Chancellor for final consideration.

Students at The University of North Carolina at Wilmington are subject to, and enjoy the protections of, the Constitutions and laws of the United States and of North Carolina, as well as the Code of the Board of Governors of The University of North Carolina and relevant policies of the Board of Governors and of the Board of Trustees of the University of North Carolina at Wilmington. This "Code of Student Life" is interpreted by reference to these sources of law. The following sections of the University Code should be noted especially:

Section 600. Freedom and Responsibility in the University Community.

(1) The University of North Carolina is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals, through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

(2) The University and each constituent institution shall protect faculty and students in their responsible exercise

of the freedom to teach, to learn and otherwise to seek and speak the truth.

(3) Faculty and students of The University of North Carolina shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

Section 608. Students' Rights and Responsibilities

(1) . . . No constituent institution shall abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance.

(2) All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community

are respected.

(3) In applying regulations in the area of student discipline, each constituent institution shall adhere to the requirements of due process as set forth in Section 502 D(3) of this Code.

Section 502 D (3). Relation of the Chancellor to the Constituent Institutions.

Subject to any policies or regulations of the Board of Governors or of the Board of Trustees, it shall be the duty of the Chancellor to exercise full authority in the regulation of student affairs and in matters of student discipline in the institution. In the discharge of this duty, delegation of such authority may be made by the Chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the Chancellor be deemed necessary and expedient. In the discharge of his duty with respect to matters of student discipline, it shall be the duty of the Chancellor to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him and the right to such advice and assistance in his own defense as may be allowable under the regulations of the institution as approved by the Chancellor. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President to review the proceedings.

The UNCW Faculty and Student Senates have endorsed the "Joint Statement of Rights and Freedoms of Students"

(Appendix A), which is applicable to UNCW to the extent consistent with the various sources of law identified above.

"Students have the right to enjoy a university environment free of unlawful discrimination, including sexual harassment. In all institutional relationships, the University expects its employees and students to show discretion and civility and to treat each other with equality and dignity. Discriminatory behavior, including sexual harassment of students by any University employee—faculty or staff—is a violation of both state and federal law and University policy (See Appendix K)."

Section I—Student Organizations

I-1 introduction

Students bring to the University a variety of interests previously acquired and develop many new interests as members of the academic community. Students at UNCW are free to organize and join associations to promote their common interests. Student organizations wishing to be registered with UNCW must form and operate in compliance with University policies. This section outlines University policies pertaining to the formation and operation of student organizations including actions which may be taken by the University for noncompliance with these policies.

I-2 Student Organizations Committee

A. Student Organizations Committee (SOC), a standing advisory committee of the Chancellor, has review and recommending responsibility to the Chancellor for all student organizations, including registration of UNCW student organizations. Student governmental bodies do not fall within the definition of a student organization. The Committee has eleven members: five students appointed by Student Senate for one-year renewable terms, five faculty appointed by the Chancellor for three-year terms, and the Student Activities Adviser (Ex officio, non voting). The Dean of Students serves as an adviser without vote.

B. Responsibilities of the committee include:

 Formulating policy with the approval of the Chancellor for registration of UNCW student organizations and review, approve, and revoke registration of student organizations.

2. Serving as an appellate body for hearing disputes within and between registered student organizations with authority to lessen but not increase sanctions imposed or recommended by other bodies. SOC may refer a case to the original hearing body for a rehearing.

Considering appeals that pertain to registration procedures.

I-3 Applying for Registration as a Student Organization

A. Students planning to develop a student organization must register their intent in writing with the Student Activities office in the University Union. Groups which have filed this intent to organize form shall be granted use of University facilities for organizational meetings. If a proposed constitution is not submitted to the Student Activities office within one month of filing the intent to register form, permission for use of University facilities and services will be terminated (see Section IV).

- B. The Student Activity Adviser's Office will provide a current copy of SOC guidelines outlining registration procedures for student organizations. These guidelines detail criteria for student membership.
- C. When a group is ready to apply officially to SOC for registration, it must submit twelve copies of its constitution to the secretary of the Committee in the Office of the Student Activities Adviser. The Committee will meet with the student organization and review its constitution. If the constitution is approved, the organization is an officially registered UNCW student organization.

I-4 Rights of Registered Student Organizations

A. A registered organization is entitled:

- To be listed as a registered student organization. Only student organizations registered by SOC may use the name of the University or an abbreviation of it as a part of their name. Student organization sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed by UNCW.
- To sponsor or present a public event on University property. Organizations undertaking this activity should consult with the Student Activities office for a statement of policy.
- 3. To raise funds or make other permissible solicitations on University property in accordance with University policy (see section IV-4).
- 4. To reserve the use of University facilities (see sections IV and VI-3).
- 5. To be eligible for possible funding by the UNCW Student Government Association according to Student Government guidelines.
- B. Policies and actions of a student organization will be determined by those persons who hold bona fide membership in the organization.
- C. Student organizations, including those affiliated with an extramural organization, shall be limited to members of the University community without respect to race, sex, creed, disability or national origin except for fraternities and sororities which may limit participation on the basis of sex (see Appendix B).

I-5 Duties of Registered Organizations

A registered organization must:

A. Furnish to the Student Activities office at the beginning of each semester a complete list of adviser(s) and officers or other members of the organization who are authorized to speak for or represent the organization in its relations with the

University and who are authorized to receive for the organization official notices, directives or information from the University. Each such list shall be kept current and accurate throughout the semester by the organization.

- B. Keep on file with the Student Activities office a current copy of its SOC approved constitution.
- C. Use a UNCW account for deposit and use of funds if any organization uses UNCW funding, collects dues and/or sponsors on-campus, fund-raising events.
- D. If it advertises or promotes events or activities, do so in a manner that does not suggest falsely that the event or activity is sponsored by the University.
- E. Plan and conduct activities furthering the purpose of the group as stated in its constitution.
- F. Schedule events with the Student Activities office in order to minimize program conflict.

I-6 Annual Review of Organizations

- A. Annually before November 1, the Student Activities office shall review the status of all organizations to determine whether they meet eligibility requirements specified previously and are conducting their affairs in accordance with SOC guidelines and policies outlined in this Code.
- B. If the Student Activities office determines that an organization is ineligible for registration, is inactive, or conducts its affairs in violation of University regulations or administrative rules, he/she shall notify the organization in writing of each deficiency and shall provide a copy of this correspondence to the chairperson of the SOC committee and the Dean of Students. If the organization fails or refuses to attempt to remedy each deficiency on or before the tenth class day after the date of the notice, the Student Activities office shall prepare a complaint based on the deficiency and forward it to the Student Organizations Committee for a determination of the student organization's registration status. SOC will follow the conduct review outlined below.

I-7 Conduct Review

- A. A conduct review of any organization may be initiated by the Dean of Students or designee at the request of any registered campus organization, staff member, faculty member, or student. Prior to disciplinary action or sanction, the Dean of Students or designee shall investigate the alleged violation. After completing a preliminary investigation, the Dean or designee may:
 - 1. Find no basis for complaint and dismiss the allegation as unfounded; or
 - Summon the officers of the organization for a conference and.
 - 3. Either dismiss or proceed administratively by informing the organization of the following options for resolution of the disciplinary charges.

- a. Plead not guilty to the charge(s) and have a regular hearing before the Student Organizations Committee (SOC) where a determination of violation will be made. If a student organization is held responsible by the SOC, an appropriate sanction will be determined.
- b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of violation will be made. If a student organization is held responsible by this administrative hearing officer, an appropriate sanction will be determined.
- c. Plead guilty to the charge(s) and elect for the SOC to determine an appropriate sanction.
- d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.
- 4. A student organization choosing a regular hearing before the SOC has a right of appeal of the SOC decision to the Chancellor. A student organization choosing an administrative hearing before the Dean of Students or designee has a right to appeal to SOC and then to the Chancellor.
- B. The Dean of Students and the Student Organizations Committee have the following disciplinary sanctions for dealing with groups that have been found in violation of University policies.
 - 1. Oral Reprimand—An oral statement of disapproval.
 - 2. Written Reprimand—A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.
 - 3. Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires.
 - 4. Suspension—Suspension involves withdrawal of student organization registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-registration. Suspension ordinarily is followed by a status of probation through the end of the following full semester, which terminates automatically when the imposed period expires.
 - 5. Indefinite Suspension—Indefinite suspension involves withdrawal of student organization registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-registration. Reregistration after an indefinite suspension requires that: the organization apply to the Dean of Students at the close of the imposed period; the Dean determine whether the organization has met the conditions imposed; and the Dean then consult with the SOC and either grant or deny the application for re-registration. A denial may be appealed to the SOC.

- C. SOC or the Dean as part of the disciplinary process may impose specific conditions and/or require the student organization to make restitution for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- D. Specific cases involving UNCW campus organizations that require immediate action shall be handled by the Vice Chancellor for Student Affairs. Action taken by the Vice Chancellor for Student Affairs may be appealed by the student organization to the SOC within five class days. Action taken by SOC may be appealed by the student organization to the Chancellor within five class days.
- E. An appeal as outlined above to each body shall be made in writing on or before the fifth class day after the decision of the appellate body. The notice shall contain the organization's name, date of decision or action, if any, and the name of the organization's representative, if any. All parties involved shall receive notification of the appeal and subsequent actions.

Section II—Student Conduct And Appeals

II-1 Student Standards of Conduct

Students share in the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. When asked to report to any university office, a student is expected to appear at the time specified or arrange another appointment. All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected. (See Sections 600(3) and 608(2) of the University Code, quoted in full in the Preface to this "Code.")

A. Financial Transactions with the University

1. The Financial Services Office (Business Office) is responsible for matters relating to student financial transactions. Students who owe debts to the University may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid. Students who write insufficient fund checks to the University for registration fees may have their registration cancelled. Checks written to the University for purposes other than obligations to the University that are returned for insufficient funds may be the basis for legal and/or disciplinary action against the student issuing the check.

2. The Student Financial Aid Office reserves the right to revise or cancel student financial aid awards because of unauthorized changes in a recipient's enrollment status, inability to demonstrate satisfactory progress in his/her course of study, or failure to comply with written policies and procedures, published by the Financial Aid Office. B Offenses

Notwithstanding actions taken by civil authorities, the Vice Chancellor for Student Affairs or his/her designee may initiate disciplinary proceedings as outlined in Section II-2 against a student who violates or attempts to violate this Code or other applicable rules, including the following:

- 1. Damages, defaces or destroys University property or property belonging to the University community or a visitor to the campus.
- 2. Unlawfully takes University property or property of any other person.
- 3. Illegally uses, possesses, and/or sells a drug or narcotic. Students are expected to abide by local ordinances, state and federal laws regarding the consumption or possession of drugs (see Appendix H)
- Possesses firearms or other weapons on University property or at an event sponsored or supervised by the University or any recognized University organization (see Appendix C).
- 5. Conducts himself/herself in a manner that significantly interferes with the operations of the University (see Appendix G).
- Conducts himself/herself in a manner that significantly endangers the health or safety of members of the University or visitors on the campus.
- 7. Tampers with the fire equipment on the UNCW campus (North Carolina General Statute 14-286).
- 8. Sets a fire in or on University property (North Carolina General Statute 14-60).
- 9. Possesses or uses any explosive device including but not limited to firecrackers, cherry bombs, bottle rockets and dynamite.
- 10. Possesses and uses an alcoholic beverage on campus in violation of State law and/or fails to abide by University policy on consumption and advertising of alcoholic beverages (see Appendix D and Appendix E).
- 11. Engages in hazing. Hazing by University groups is prohibited on or off campus. Hazing is defined in Appendix F.
- 12. Inflicts or threatens bodily harm upon any person while on University premises, or acts in a manner which creates a risk of bodily harm to any person who is on University property.
- 13. Forges, alters, destroys or misuses University documents and records. Violations include but are not limited to forgery of applications for financial aid, admission, course changes and course credit, or alterations of transcripts or student identification cards.
- 14. Gains unauthorized entry to any University building and possesses unauthorized keys to University buildings. The duplication of a key issued to a student by the University is prohibited.
- 15. Gambles for money or other items of value; this includes playing of cards or other games of chance or skill for money or other items of value.

16. Lends, sells, or otherwise transfers a student identification card; uses a student I.D. and/or meal

card if not its original holder.

17. Demonstrates and/or assembles in violation of North Carolina General Statutes 17-132.1 or the consolidated University "Policies, Procedures, and Disciplinary Actions in Case of Disruption of Educational Process" (see Appendix G).

Misuses a University computer in violation of rules and regulations of the University Computing

19. Misuses University telephones—this includes use of University phones, including dainlines, without consent of those responsible for their

20. Engages in disorderly conduct including but not limited to verbally abusive or inappropriate

behavior (see Appendix J).

21. Fails to comply with orders or directives of University officials, University hearing bodies, University Police or any other law enforcement officers acting in performance of their duties.

22. Discriminates against another student by using offensive speech or behavior of a biased or prejudiced nature related to one's personal characteristics, such as race, color, national origin.

sex, religion, handicap or age.

23. Sexually harrasses any other student, male or female, by making repeated and unwelcome sexrelated comments, sexual overtures, or physical behavior, or by displaying offensive visual materials which interfere or are intended to interfere with another person's work or study.

24. Is in violation of the visitation policy as

outlined in Section VII-3-B of this Code.

25. Is in violation of any North Carolina and/or Federal penal law.

Please refer to Appendix G. for a statement of University Policies, Procedures, and Disciplinary Action in Cases of Disruption of the Educational Process. This statement was adopted by the UNC Board of Trustees on October 27, 1970.

C. Identification of Students on Campus

- 1. In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University to an appropriate University official. A person may be asked to present some form of identification.
- 2. If any person refuses or fails upon request to present evidence of his/her identification and it reasonably appears that the person has no legitimate reason to be on the campus or in the facility, the person may be ejected from the campus or facility.

II-2 Initiation of Disciplinary Proceedings and Administrative Disposition

Under the direction of the Chancellor and through the Vice Chancellor for Student Affairs, the Dean of Students Office has primary responsibility and authority for the administration of student discipline. Further delegation of this authority may be made by the Dean of Students Office to residence hall staff and/or disciplinary bodies within the residence hall living environment, such as residence hall or Greek Council, or to disciplinary bodies of Student Government.

A. Filing Complaints

1. Any academic or administrative official, faculty or staff member or student may file a verbal or written complaint with the Dean of Students Office against any student for misconduct.

2. While action on a complaint of violating a University regulation is pending, the status of the student shall not be altered except for reasons

outlined in Section II-2-D.

B. Preliminary Investigation

When the Dean of Students receives information that a student has allegedly violated University regulations or local, state, or federal law, the Dean shall investigate the alleged violation. After completing a preliminary investigation, and Dean may:

1. Find no basis for the complaint and dismiss the allegation as unfounded, or

2. Summon the student for a conference and then

either dismiss the allegation, or

3. Proceed administratively by informing the student of the following options for resolution of the disciplinary charges:

- a. Plead not guilty to the charge(s) and have a regular hearing before the Campus Judicial Board (CJB) where a determination of the responsibility will be made. If the student is held responsible by the Campus Judicial Board (CJB), an appropriate sanction will be determined.
- b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of responsibility will be made. If the student is held responsible by this administrative hearing officer, an appropriate sanction will be determined.

c. Plead guilty to the charge(s) and elect for the Campus Judicial Board (CJB) to determine

an appropriate sanction.

d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.

4. A student choosing a regular hearing before the CJB has a right of appeal of the CJB decision to the Chancellor. A student choosing an administrative hearing before the Dean of Students or

designee has a right of appeal to CJB and then to the Chancellor.

- 5. If a student requests an administrative hearing before the Dean of Students or designee, at this point the student may waive all or part of the written notice requirements that follow. The student may also waive the number of days specified from the original date of the charge letter and proceed with the hearing. If the student chooses an administrative hearing, the Dean of Students or designee shall provide him/her:
 - a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent via certified mail.
 - b. Review of all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.
 - c. Choice between a closed hearing or one open to members of the University community.
 d. Choice between an Administrative or

Campus Judicial Board (CJB) hearing.

- e. Assistance by an adviser of the student's choice. The adviser, upon request of the student, may:
 - 1. Advise the student concerning the preparation and presentation of his/her case

2. Accompany the student to all judicial proceedings

- 3. Have access to all materials relating to the case.
- f. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing. Unless the student waives all or part of the notice, the formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives this 5 day time limit.
- g. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.

C. Summoning a Student for a Conference

- Should a student not appear when requested by the Dean of Students or designee, the Dean of Students or designee may formally summon a student to appear for a conference in connection with an alleged violation by sending him/her a letter by certified mail, return receipt requested, addressed to the student at his/her campus mailbox.
- The letter shall direct the student to appear at a specified time and place not less than three class days after the receipt of the letter. The letter shall also describe briefly the alleged violation.
- If an accused student fails to respond to a charge letter and the required prehearing interview, the accused student forfeits the above options and will be notified by certified letter, sent at least seven

days before a hearing before the Dean of Students or designee or, at the option of the Dean of Students, the CJB. At this hearing a decision of guilt or innocence will be made based on available information, with or without the accused student. When appropriate, a sanction will be determined and the student will be notified in writing.

D. Appeal of Administrative Action

In the event a charged student disagrees with a finding of guilt or sanction of an administrative hearing officer, the charged student may request an appeal to the Campus Judicial Board within seventy-two (72) hours after notification of the decision. Original sanctions (except summary suspension) are normally put into effect only after the Campus Judicial Board makes a decision.

1. Procedure

a. The function of the Campus Judicial Board in hearing an appeal is that of reviewing the action of administrative hearing officer to determine if: (1) an alleged violation of the rights guaranteed the accused (see Section II-3) has occurred; (2) the sanction is too severe for the violation; or (3) new evidence has developed which has bearing on the verdict.

b. The Campus Judicial Board shall receive the petition from a student choosing to appeal the decision of an administrative hearing. Such petition shall be submitted in writing to the chair of the Campus Judicial Board through the Dean of Students Office explaining in detail the reasons for the student's appeal and specifying the ways in which he/she believes the procedures or actions of the administrative hearing officer have violated the standards outlined in Section II-2.

c. Upon receiving a petition, the Campus Judicial Board shall obtain the record of the administrative hearing officer. Such record shall include relevant documents and a written statement by the hearing officer. Such statement in the case of administrative action shall summarize the case and the reasons supporting the disciplinary decision.

d. With this information, the Campus Judicial Board shall decide whether an appeal hearing is warranted. This decision is based on the three options for an appeal outlined in part 1-a above. It shall notify the petitioner in writing of its decision within seven (7) days after receiving the student's petition.

- e. If the Campus Judicial Board determines that a hearing should be granted, that hearing shall be held within seven (7) days of such determination and notification shall be given in writing at least three (3) days prior to the date set for the hearing, specifying time and place of the hearing and informing the student of his/her rights as outlined in this Section II-3-C.
 - f. The Campus Judicial Board shall invite the

appellant, the concerned administrative hearing officer, and such other persons as it deems appropriate to appear before the Board to make statements and respond to questions. The student and administrative hearing officer may request the Board to invite persons to testify if there is new evidence.

g. No member of the Campus Judicial Board shall be a party to any prior investigation or witness in the case nor should be placed in the position of developing or prosecuting the case.

h. After the hearing is concluded, the Campus Judicial Board shall go into Executive Session to

reach a decision.

i. The Campus Judicial Board has the authority to approve, reject, or modify the decision in question. The decision of the Campus Judicial Board may be appealed to the Chancellor as outlined in Section II-3-D. Prompt notice of the decision of the Campus Judicial Board shall be given. Any appeal of this decision must be in writing and presented within seventy-two (72) hours after notification of the decision.

E. Summary Suspension

1. Summary suspension is an action requiring that a student immediately leave the campus and University property. It may be imposed upon a student by the Vice Chancellor for Student Affairs or his designee when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of himself, other members of the University community or University property.

2. Any student who is suspended on a summary basis and returns to the campus and University property during the suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Dean of Students, or to participate in the disciplinary procedures against him/her) may be granted in writing by the Dean of Students or his/her

designee.

3. When a student is suspended on a summary basis, he or she is given notice containing the reasons for suspension, the duration and any conditions that apply, and a copy of this summary suspension policy. A student notified of such summary suspension may, within ten class days of the written notice of suspension, request through the Dean of Students or designee a regular hearing before the CJB to determine the innocence or guilt of the student charged and the appropriate sanction and whether the conditions of the Summary Suspension should continue. This regular hearing, where normal procedures apply, before the Campus Judicial Board shall normally be conducted within five class days of the student's request for a hearing.

II-3 Campus Judicial Board

A. Campus Judicial Board

1. When a student requests a regular hearing before the Campus Judicial Board or when a case is referred automatically by the Dean of Students or his designee, the Campus Judicial Board (CJB) becomes involved. CJB is a board of student government composed of eight members. The Vice Chancellor for Student Affairs serves as the adviser to CJB. The members are:

a. Two students appointed by the president of

the Student Government Association

b. Two students appointed by the Vicepresident of the Student Government Association

c. Two students appointed by Student Senate d. Two faculty members appointed by the

Faculty Senate

- The chairperson and vice-chairperson of the CJB shall be appointed by the president of the Student Government Association with the approval of the Student Senate.
- Quorum—A quorum shall consist of four student members and one faculty member. During summer sessions a quorum shall consist of three students and one faculty member.

4. Selection

- a. CJB members will be appointed by May 1 each year. Members serve a one-year term.
- Should any vacancies occur during the course of the year the CJB described above shall fill the seat.
- c. Members of the CJB become active members only after they have been trained by the Dean of Students office.

5. Jurisdiction of CJB

a. CJB is the highest disciplinary hearing body of the University

b. CJB has appellate power to review decisions of disciplinary bodies and of the Dean of Students or designee with authority to lessen but not increase the sanction imposed or recommended by other bodies. CJB may refer a case to the original hearing body for a rehearing.

c. CJB may have, at the request of the student, original jurisdiction in disciplinary cases.

B. Procedural Standards for CJB Cases

 All matters upon which the decision may be based must be introduced into evidence at the hearing before CJB. The decision shall be based solely upon such matters and must be supported by the evidence.

 All evidence will be admitted except that which is irrelevant or repetitious or which is obtained in violation of the search-and-entry provisions appearing in Section VII-5-H of this code.

 CJB records will be confidential and may be released only with the consent of the student involved. A written record of the proceedings and action taken will be filed with CJB. 4. No member of the hearing body who has a personal interest in the particular case may sit in judgment during the proceeding. In such cases in which a member cannot serve due to a conflict of interest, a temporary member may be appointed by the excused member's regular appointing authority to serve for the duration of the hearing.

C. Hearings before CJB

- 1. Prior to a hearing, the accused student is entitled to:
 - a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent via certified mail.
 - b. Review all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.
 - c. Choose between a closed hearing or one open to members of the University community.
 - d. Choose between an administrative or Campus Judicial Board (CJB) hearing.
 - e. Be assisted by an adviser of choice. The adviser upon request of the student may:
 - 1. Advise the student concerning the preparation and presentation of his/her case
 - 2. Accompany the student to all judicial proceedings.
 - 3. Have access to all materials relating to the case
 - f. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing, unless the student waives all or part of the notice. The formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives the limit.
 - g. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.
- 2. Duties of CJB—In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by CJB. CJB will:
 - a. Determine that the Dean has satisfactorily performed the requirements of Section II-3-C-2.
 - b. Rule on the admissibility of evidence, motions and objections to procedures; render a written decision as to the accused student's guilt or innocence of the charges; set forth findings of fact, determine the penalty if any; and provide the Dean and student with the copy of a decision.
- Duties of the Dean of Students—The Dean shall:
 - a. Consult the CJB in setting the date, time and place for the hearing.
 - b. Assist CJB in summoning witnesses and preparing evidence that is requested by CJB.

- c. Notify the student by letter of the date, time and place for the hearing. The Dean shall send the letter by certified mail, return receipt requested, to the student at his/her campus mailbox. If the student charged is an unemancipated minor (under 18 years of age), a copy of the letter may be sent to his/her parent or guardian. The letter shall specify a hearing date not less than five class days after the date of the receipt of the letter. A student may request in writing that an earlier date be set, if feasible. The CJB, for good cause, may postpone the hearing and notify all interested persons of the new hearing date, time and place.
 - d. A letter mailed under part 3 shall:
 - 1. Direct the student charged to appear at a date, time and place specified.
 - 2. Advise the student of his/her rights:
 - a. To appear in person, hear all testimony, and present any relevant information in his/her behalf, call witnesses, ask questions of any person present at the hearing.
 - b. To elect not to appear at the hearing. The hearing then shall be conducted in the student's absence.
 - c. To be closed or open hearing.
 - d. To be assisted by an adviser of choice
 - e. To refuse to answer any questions or make a statement—however, the hearing authority then shall make its decision solely on the basis of information introduced at the hearing.
 - f. To be judged guilty only upon a finding that is based on the information introduced at the hearing.
 - g. To know the identity of witnesses who will testify against him/her.
 - h. To question each witness who will testify against him/her for the purpose of clarification
 - i. To have all statements, information or comments given during the hearing held in strictest confidence by members of the board before, during and after deliberation. Only those faculty and staff with an educational need to know will be informed the outcome. The chairperson will exercise control over the hearing to avoid needless consumption of time, to avoid repetition of information and to prevent the harrassment or intimidation of participants.
 - j. To have hearings conducted in an informal manner where technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though each witness shall be subject to cross-examination. Witnesses (except for the accused) shall be present during the hearing only during the time they are testifying. While written state-

ments are admissible, no one shall be convicted who has not had the opportunity to confront and cross-examine the principal accuser and/or victim.

k. To have a copy of the secretary's record of the hearing.

I. To appeal as outlined in Section II-3-D.

3. Contain the name of the person appointed to act as chairperson of the CJB.

 Contain the names of witnesses who will testify against the student and a description of evidence and charges that will be offered against him/her.

5. Contain a copy of the complaint.

- Notify the defendant that the Dean may question a student testifying in the defendant's behalf or question the defendant if he/ she testifies in his/her own behalf.
- 4. If a student fails, without good cause, to comply with the letter sent under this section, CJB may proceed with the hearing in the student's absence, as has been outlined previously.

5. Hearing Procedure—CJB shall proceed gener-

ally as follows during the hearing:

- a. The student states whether the hearing is to be open to the public or closed. If the hearing is to be open to the public, the student shall sign a written statement to that effect.
- b. The chairperson of CJB reads a complaint and informs the student charged of his/her rights as listed in Section II-3-C, and asks the student whether he/she pleads guilty or not guilty to the charge or charges before the Campus Judicial Board.
 - c. The Dean presents the University's case.
 - d. The student presents his/her defense.
- e. The Dean and the student defendant present rebuttal evidence and arguments.
- f. CJB deliberates and decides the issue of guilt or innocence.
 g. If CJB finds the student charged guilty, the
- Dean and student charged may present evidence and argument on an appropriate penalty.
- h. CJB deliberates and determines an appropriate penalty.
- i. CJB renders a written decision as to the accused student's guilt or innocence of charges. The decision states the penalty, if any, and procedures for appeal. The accused student and Dean of Students shall each be given a copy of the decision.
- 6. Hearing Record—The hearing record is confidential and consists of:
 - a. A copy of the notice forwarded to the student
 - b. A written summary of the hearing together with all documentary and other evidence offered or admitted in evidence
 - c. Written motions, pleas and any other material considered by CJB
 - d. The decisions of CJB

D. Appeal of a Campus Judicial Board Decision.

In the event a charged student disagrees with a finding of guilt or sanction of the Campus Judicial Board, the charged student may request an appeal to the Chancellor within seventy-two (72) hours after notification of the decision. Original sanctions (except summary suspension) are normally put into effect only after the Chancellor makes a decision.

1. Procedure

- a. The function of the Chancellor in hearing an appeal is that of reviewing the action of the Campus Judicial Board to determine if: (1) an alleged violation of the rights guaranteed the accused (see Section II-3) has occurred; (2) the sanction is too severe for the violation; or (3) new evidence has developed which has bearing on the verdict.
- b. The Chancellor shall receive the petition from a student choosing to appeal the decision of the Campus Judicial Board. Such petition shall be submitted in writing to the Chancellor through the Vice Chancellor for Student Affairs explaining in detail the reasons for the student's appeal and specifying the ways in which he/she believes the procedures or actions of the Campus Judicial Board have violated the standards outlined in Section II-3.
- c. Upon receiving a petition, the Chancellor shall obtain the record of the Campus Judicial Board. Such record shall include relevant documents and a written statement by the Campus Judicial Board. Such statement shall summarize the case and the reasons supporting the disciplinary decision.
- d. With this information, the Chancellor shall decide whether an appeal hearing is warranted. This decision is based on the three options for an appeal outlined in part 1-a above. He/she shall notify the petitioner in writing of his/her decision within seven (7) days after receiving the student's petition.
- e. If the Chancellor determines that a hearing should be granted, that hearing shall be held within seven (7) days of such determination and notification shall be given in writing at least three (3) days prior to the date set for the hearing, specifying time and place of the hearing and informing the student of his/her rights as outlined in this Section II-3-C.
- f. The Chancellor shall invite the appellant, and other persons as he/she deems appropriate to appear before him/her to make statements and respond to questions. The student may request the Chancellor to invite persons to testify if there is new evidence.
- g. The Chancellor has the authority to approve, reject, or modify the decision in question. His/her decision may be appealed to the Board of Trustees of the University. Any appeal of his/her decision must be in writing and presented within seventy-two (72) hours after

notification of the decision. Such petition shall be submitted in writing through the Vice Chancellor for Student Affairs explaining in detail the reason(s) for the student's appeal (see part 1-a above).

II-4 Authorized Disciplinary Sanctions

A. Levels of University disciplinary sanctions are:

1. Oral Reprimand—An oral statement of disapproval.

2. Written Reprimand—A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically

when the imposed period expires.

- 3. Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires. In the event of a further violation of this "Code" or other applicable rules while on disciplinary probation, the University will seek the penalty of suspension.
- 4. Suspension—Suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-enrollment.
- 5. Indefinite Suspension—Indefinite suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for reenrollment. Re-enrollment after an indefinite suspension requires that: the student apply to the Dean of Students at the close of the imposed period; the Dean determine whether the student has met the conditions imposed; and is otherwise eligible for reenrollment; and the Dean then consult with the CJB and either grant or deny re-enrollment. A denial may be appealed to the CJB.
- B. The CJB or the Dean, as part of the disciplinary process, may impose specific conditions (e.g., requirement of student to reimburse for damage to or destruction or misappropriation of University property or property of any person, restitution in the form of appropriate service to be performed, forfeiture of student I.D. to the Dean of Students Office for a specific period of time). Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. As part of the conditions established by the CJB, a student may be denied access to a residence life area or evicted from University housing.
- C. As part of the disciplinary process, a student can be fined not more than \$25 for purchase or possession of alcoholic beverages if under the age of 21. This money will be used to fund an alcohol education program. In addition, a student can be referred to the University Alcohol Education Program if the hearing

body finds alcohol to be a contributing factor in the student's case.

D. Residence Life Judicial Board and Greek Council may impose an oral reprimand, written reprimand or disciplinary probation, but may not impose the disciplinary penalty action of suspension or indefinite suspension. These student conduct boards may only recommend but not impose the disciplinary penalty action of suspension. Student dismissal from the residence hall system may be imposed by the Dean of Students upon the recommendation of a Residence Life Judicial Board.

II-5 Disciplinary Records

- A. A hearing record, notice of appeal and each petition for review are confidential and may not be disclosed in whole or part except as provided in Section 3-4. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record.
- B. Suspension or indefinite suspension are the only disciplinary actions reflected in the official transcript of the student. At the Dean's direction, the Registrar shall place on the student's permanent academic record the words "Hold." The Registrar shall remove the notation when the penalty expires or has been terminated.

Section III—Student Records

III-1 Introduction

The Family Rights and Privacy Act of 1974, (also known as "FERPA" or the "Buckley Amendment") is a Federal law which states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The law provides that the institution maintain the confidentiality of student educational records as defined in the statute.

III-2 Educational Records

- A. "Educational Records" include records directly related to a student which are maintained by UNCW. Education records do not include: records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records; employment records or alumni records. These records are not necessarily available to a student, but health records may be reviewed by physicians of the student's choosing.
- B. The University of North Carolina at Wilmington accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' "education records" without the written consent of students, except to:

authorized personnel within the institution; officials of other institutions in which students seek to enroll; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; and authorized researchers who provide for confidentiality of the records; in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

- C. Within The University of North Carolina at Wilmington community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the following offices:
 - a. Admissions
 - b. Financial Aid
 - c. Placement
 - d. Registrar e. Business Affairs
 - f. Student Development Center
 - g. Vice Chancellor Student Affairs
 - h. Vice Chancellor Academic Affairs
 - i. Dean of Students
 - j. Academic personnel within the limitations of their "need to know."

III-3 Directory Information

- A. At its discretion, the institution may provide to the public, without prior approval, "Directory Information" in accordance with the provisions of the Act, to include: student name, local and permanent address, telephone number, date and place of birth, major field of study, date of attendance, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of atthletic teams.
- B. Students may withhold Directory Information from public disclosure by notifying the Registrar in writing in a signed and dated statement. If this statement is not received in the Office of the Registrar prior to the day of registration, it will be assumed that the above information may be discharged for the remainder of the current semester or term. A new form for non-disclosure must be completed each semester or term.

III-4 Inspection and Review of Records

- A. The law provides students with the right to inspect and review (within forty-five days of request) information contained in their education records as defined above), to challenge the contents of their education records and to have a hearing if the outcome of the challenge is unsatisfactory (see below), and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable.
 - B. The Registrar has been designated by the

institution to coordinate the inspection and review procedures for student education records. Such records are maintained at several locations on the campus. The locations are shown in Appendix I, together with the title of the official to be contacted for access to the records. A written request may be required. Students wishing to review their education records must make written requests to the administrator shown there. If the student is uncertain as to the location of a particular record, a written request should be addressed to the University Registrar listing the item or items of interest.

- C. Students may have copies made of their records unless a financial, academic, or disciplinary "hold" has been placed on the record by an appropriate University official. Such copies will be made at the student's expense at a cost of .10 per page with the exception being a student transcript which will cost \$1.00.
- D. Students may not inspect and review the following, as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions. employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

III-5 Amendment of a Student Record

- A. If a student believes that the information contained in his/her education records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the University amend the record. Such request shall be in writing addressed to the Registrar, and shall specify the amendment sought.
- B. The Registrar or his or her designee shall, within 30 days after receiving the student's request, and after consulting with appropriate University officials, decide whether the record will be amended in accordance with the request, and inform the student. If the decision is to refuse to amend the record in accordance with the request, that Registrar shall simultaneously advise the student that he or she may request a hearing to challenge the content of the education record to ensure that the information thereon is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of the student.
- C. If the Registrar receives a request for a hearing, he/she shall request that the Chancellor appoint a panel of three University faculty or staff members to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome

of the hearing. The Chancellor shall designate the chair of the panel and shall provide the panel such assistance as he deems appropriate.

- D. The chair of the hearing panel established as in Section C above shall notify the student and the Registrar of that date, time and place of the hearing at least five days before the hearing.
- E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's education record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The student may be assisted by individuals of his/her choice at his/her own expense, including an adviser.
- F. The Registrar or persons appearing in his/her behalf shall be afforded like opportunity.
- G. The panel shall make its decision solely on the basis of the evidence presented at the hearing. The decision of the panel shall be in writing and shall include a summary of the evidence and the reasons for the decision.
- H. If the opinion of the panel is that the information in the student's record is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, the Committee shall forward to the Chancellor its written recommendation. The Chancellor will forward to the student his decision in ten class days.
- I. If the panel decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the education record a statement commenting on the records and setting forth the reasons for disagreeing with the agency or institution. Such statement shall thereafter be maintained as part of the education record and thereafter disclosed to any party to whom the contested record is disclosed.
- J. If the student believes that the procedures determining the challenge were unfair or not in keeping with FERPA requirements, he/she may direct a written appeal to the Chancellor.
- K. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the University President. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.CC. 20201, concerning the alleged failures of University of North Carolina at Wilmington to comply with the Act.

For further information, students may consult the University Registrar, who has available copies of the statute and the Department of Education's regulations.

Section IV—Use Of University Facilities

The University permits the orderly use of facilities by student organizations to further the educational process. Organizations desiring to use a University facility must comply with certain University policies and procedures so that institutional property may be protected and that the facility use is consistent with this designated intent. "Facility" is defined as meaning a physical education facility, classroom, lecture hall, housing and food service facilities, auditorium, University Union, other building or outdoor area of campus. University activities shall be given priority in use of facilities over outside groups.

IV-1 Reserving Space

- A. Student organizations registered by the Student Organizations Committee (SOC) and other University related groups desiring to use space must obtain permission from appropriate University officials. Students desiring to form a new organization are permitted limited use of University space for organizational meeting purposes only (see Section I-3).
- B. The University Union Scheduling Coordinator is responsible for facilities information and maintaining a listing of contact officials for the reservation of University facilities. Listed below are the contact offices for reservation of University facilities.
 - 1. Physical education/recreational facilities— Office of the Director of Athletics
 - 2. Classrooms, lecture halls, housing and food service facilities (off-campus groups requesting use)—Office of the Director of Special Programs
 - 3. Randall Library Auditorium—Office of the Director of Library Services
 - Kenan Auditorium—Office of the Manager of Kenan Auditorium
 - 5. University Union—Office of the Director of University Union
 - Outdoor areas on campus—Dean of Students
 Office
 - 7. Residence Halls-Office of Residence Life
- C. An organization or individual student wishing to reserve one of the University facilities listed above should contact the office identified. Procedures for use of facilities identified above can be reviewed in each office responsible for facility use.
- D. Any peaceful assembly, protest, and demonstration where 50 or more people are expected to participate will be registered with the Dean of Students prior to the event. Whenever possible at least 24 hours lead time will be given.
- E. If a request for use of a facility is not approved, the applicant will be given a statement of reasons for refusal.
- F. Appeal of adverse decisions for use of University facilities may be made to the Facilities Use Committee composed of the Vice Chancellors for Academic Affairs, Business Affairs, and Student Affairs. The

Facilities Use Committee, subject to approval of the Chancellor, shall have authority to revise policies and procedures regarding the use of University facilities by University groups.

IV-2 Regulations Regarding Petitions, Handbills, Signs, Posters, Bulletin Boards, Booths, Banners and Other Promotional Activities

- A. All posters, notices and other literature must be placed on bulletin boards designated for that purpose which are located throughout the campus. All bulletin boards or other means of posting materials are under the jurisdiction of the college, school, department or administrative office that maintains them. All posters or notices must be in accordance with the marketing practices described on page 00.
- B. General purpose bulletin boards outside the University buildings are provided at several locations. These bulletin boards may be used for commercial and informational purposes or for solicitation of charitable contribution. They may be used by any person or group without prior approval. Such bulletin boards bear the title "General Purpose." No posters or publicly distributed materials shall contain obscene, vulgar or libelous material, nor should any material be distributed which contains information in violation of any federal, state or local law or seeks unauthorized solicitation.
- C. Distributors of literature must not obstruct traffic, harass, or interfere with bypassers, block entrances, disturb others with excessive noise, litter premises, or disturb or interfere with academic or institutional activities.
- D. Postings and signs must be dated on the day of posting and normally should not remain beyond 14 days.
- E. Notices should not be placed over existing posters; however, outdated material may be removed to make room for upcoming events.
- F. In this section, "sign" includes billboard, decal, notice, placard, poster, banner or any kind of handheld sign; and posting is defined as any means used for displaying a sign. A sign may not be:
 - 1. Attached to a shrub or plant; a tree, except by string to its trunk; a permanent sign installed for another purpose; a fence or chain or its supporting structure; a brick, concrete or masonry structure; a sanctuary, monument or similar structure; or
 - Posted on or adjacent to a fire hydrant; on or between a curb and sidewalk; in a University building, except on the bulletin board, as provided in Section IV-2-A.
 - Placed on windshields of vehicles on campus.
- G. An outside booth is a table furnished by the University and temporarily installed for distributing petitions, handbills or literature, or for displaying signs, or for solicitation. A student or organization may install a booth after applying to the Dean of Students for permission on a form prescribed by the Dean.

H. Banners may be hung in the University Union in the foyer of the main entrance, the courtyard, the center staircase foyer, and outside the Union in the trees on the west side of the building. For specific requirements contact the University Union Director or Operations Director (room 214).

IV-3 Political and Religious Activity

- A. Registered University organizations may sponsor activities on University property in behalf of a specific candidate for local, state or national political office.
- B. Registered student groups and student organizations associated for religious purposes may sponsor religious activities on University property with a person or group of persons who are not students, faculty or staff members.

IV-4 Solicitation Policy

Solicitation means the sale or offer for sale of any property or service and/or receipt of or request for any gift or contribution.

- A. No solicitation shall be conducted in any building or structure on the campus of the University of North Carolina at Wilmington or on the grounds, sidewalks or streets on the campus of the University of North Carolina at Wilmington except by the agents or employees of the University acting in the official capacity of their agency or employment or by student government and/or registered student organizations, in accordance with this section on University policy.
- B. Registered student organizations of the institution may collect membership fees or dues at meetings of such organizations scheduled in accordance with the facilities-use regulations outlined in this section.
- C. There may be a collection of admission fees for an exhibition of films or other programs that are sponsored by the University, a recognized faculty group or a registered student organization and are scheduled in accordance with the facilities use regulations in this section.
 - D. Solicitation must be conducted in a way
 - That will not disturb or interfere with the regular academic or institutional programs being conducted on the campus
 - 2. That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or sidewalks, streets, or entrances to the campus buildings or common areas of campus buildings
 - 3. That will not harass, embarrass or intimidate the person or persons being solicited
- E. Charitable fund-raising campaigns conducted on campus by individuals, student organizations or non-student campus groups must be approved by the Dean of Students and must be in compliance with the North Carolina "Solicitation of Charitable Funds Act."
- F. Student organizations and affiliated groups may conduct sales of goods only with the written approval

of the Dean of Students. Approval will be granted under the following conditions:

1. The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable causes

2. All sales and sales promotions must be conducted by and only by members of the affiliated

group

- 3. Sales and sales promotions must be conducted in space approved by the Dean of Students: (1) University Union and surrounding grounds, (2) Lower cafeteria lobby, (3) Mall area outside the cafeteria, and (4) Brooks Field. Other areas may be designated in special circumstances as determined by the Dean of Students.
- 4. Registered student organizations are required to provide a financial statement to the Student Activities office regarding the conduct of sales within 48 hours of the completion of the event.
- Activities authorized by the University administration involving the sale of goods or services including but not limited to activities of the University bookstore personnel and representatives of education-supply firms, are exempt from this policy.
- G. Regulations for on-campus ticket sales are as follows:
 - 1. An organization shall deposit all monies received from ticket sales in a regular University account.
 - In accordance with accounting procedures, an organization shall file with the Student Activities office a final report reconciling sales of tickets and names of recipients of complimentary tickets with all unused tickets.
 - 3. All activities involving University funds or services are subject to University and state audit.
 - 4. An organization should consult with the Student Activities office regarding fund-raising events. Tickets for fund-raising events shall indicate admission price, sponsoring organization and be prenumbered, unless they reserve specific seats for specific performances.

H. Raffle Guidelines

It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:

- A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.
- Most clubs and organizations operating under the auspices of UNCW may claim tax-exempt status. Those organizations claiming national affiliation (i.e. fraternities) must be able to prove exempt status through their national organization.
- The organization conducting the raffle must have been in continuous existence in county of operation of the raffle for at least one year.
- The maximum cash prize for a raffle is \$1000.
 There is a \$25,000 limit on the value of merchan-

dise that may be offered.

- 5. No alcoholic beverages may be raffled.
- An organization may sponsor only two raffles per year.
- No person may be compensated for conducting a raffle.
- 8. Proceeds derived from the raffle may be expended for the prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes. No proceeds may be used for social functions for the members of the sponsoring organization.

Please contact the Dean of Students Office or New Hanover Sheriff's Department for further information.

IV-5 Appeals Procedure

- A. The student organization or group aggrieved by a decision covered by this section of the code is entitled to appeal to the office of the Vice Chancellor for Student Affairs by giving written notice on or before the 5th class day after the decision is announced. The notice shall contain the student's or organization's name and mailing address, a concise description of the complaint, the reasons for disagreeing with the decision and the date of the decision was announced.
- B. When notice of the appeal is received, the Vice Chancellor for Student Affairs shall delegate responsibility for hearing that appeal. The delegate shall provide the student organization with an opportunity for a hearing and the person or organization shall be notified at least one day before the date of the hearing.
- C. The student or the organization may petition the Student Organizations Committee (SOC) in writing, through the delegate, to review a decision which has been appealed. The Vice Chancellor for Student Affairs shall request SOC to review the appeal and make recommendations.

Section V—Undergraduate Academic Honor Code

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his or her own honesty. The following definitions and procedures are provided to help everyone realize the high value that is placed on academic integrity and the means that will be employed to insure its preservation.

V-1 Academic Dishonesty Offenses

Violation of any of the following standards subject any student to disciplinary action:

A. Plagiarism. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged

submission or incorporation of it in one's own work. It is doubly unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due. The following three examples of plagiarism are described by Harold C. Martin and Richard M. Ohmann in their book The Logic and Rhetoric of Exposition (1963):

1. Word-for-word copying. Whenever someone else is directly quoted, honesty and courtesy require acknowledgement of the source. The quoted material should be placed in quotation marks and its exact location should be indicated. either in the text of the student's paper or in a

- 2. The mosaic. To interperse a few words of one's own here and there while basically copying the work of another is obviously unethical, unless one clearly acknowledges that this is being done. Should there be a valid reason for doing so, then quotation marks or a general footnote should be used to show what belongs to the source and what is one's own contribution.
- 3. The paraphrase. Once more the crucial point is acknowlegement. Sometimes one can paraphrase in order to simplify, abbreviate, or improve upon an original, but the reader deserves to know what is being presented to him and whose work is represents. Therefore, acknowledgement of the source is required within the text of the student's paper or by footnote.
- B. Bribery. The offering, giving, receiving, or soliciting of anything of value in order to obtain a grade or consideration that a student would not expect to achieve from his/her own academic performance.

C. Cheating.

1. Any conduct during a program, course, quiz, or examination which involves the unauthorized use of written or oral information, or information obtained by any other means of communication.

2. The unauthorized buying, selling, or theft of any examination, quiz, term paper or project.

3. The unauthorized use of any electronic or mechanical device during any program, course, quiz, or examination or in connection with laboratory reports or other materials related to academic performance.

4. The unauthorized use of laboratory reports, term reports, theses, or written materials in whole or in

part.

5. The unauthorized assistance or collaboration on any test, assignment, or project.

6. The unauthorized use by a student of another student's work or the falsification of any other student work.

7. Participating in, or permitting, any of the above activities as defined in C. 1-6.

V-2 Jurisdiction

All full or part-time students enrolled at the University of North Carolina at Wilmington are subject to the Academic Honor Code.

V-3 Responsibility of the University Community

- A. General Responsibility. It shall be the responsibility of every faculty member, student, administrator, and staff member of the University community to uphold and maintain the academic standards and integrity of the University of North Carolina at Wilmington, Any member of the University community who has reasonable grounds to believe that an infraction of the Academic Honor Code has occurred has an obligation to report the alleged violation.
- B. Student Responsibility. Each student shall conform to the Academic Honor Code at all times. Students may report academic violations to their class instructor, Department Chair, or to the Dean of the college/school in which the course is taught.
- C. The Responsibility of Individual Instructors, Each instructor is encouraged to make his/her classes aware of the Academic Honor Code during the first week of classes of each semester or summer session.
- D. Responsibility of the University Administration. In consultation with the Faculty Senate, the Dean of Students Office will see that the Academic Honor Code and any amendments or changes approved by the Faculty Senate are published and promulgated annually. All new University faculty, administrative, staff personnel and students should be advised of the Academic Honor Code upon becoming a member of the University community.
- E. Responsibility of the Dean of Students Office. The Dean of Students Office shall receive and maintain comprehensive records of all matters relating to violations of the Academic Honor Code.

V-4 Reporting and Adjudication Procedures

- A. A suspected infraction of the Academic Honor Code shall be reported to the instructor of the course in which it occurred. Such a report shall be made within five class days from the time of discovery unless extenuating circumstances prevent reporting.
- B. A suspected infraction of the Academic Honor Code may be reported by:

1. The student committing the infraction.

- 2. By any member of the University community observing the alleged infraction.
- C. Upon receiving a report of an alleged violation, the instructor in charge of the course or materials in question shall inform the student of the following options and procedures. (Faculty are encouraged to consult with the Dean of Students regarding appropriate procedures and protection of student rights.)

1. If the student admits the infraction, the faculty

member may:

a) Propose a settlement by private resolution. The chairman of the department in which the faculty member teaches may be consulted for assistance in reaching a settlement. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped with notification to the department chair and to the Dean of the college/school in which the faculty member teaches, and to the Dean of Students for inclusion in the student's disciplinary records until the student graduates, or

b) Refer the case to the Dean of Students (without assigning a grade). The Dean will proceed as outlined in Section II-2-B-3.

2. If the student does not admit the infraction, the faculty member may:

 a) Decide not to pursue the accusation(s) due to lack of evidence, whereupon, he/she shall inform the reporting party of this decision within five days, or

b) Refer the case to the Dean of Students (without assigning a grade). The Dean will proceed as outlined in Section II-2-B.

D. Upon notification of the instructor's decision not to pursue the allegation due to a lack of evidence the reporting party may file a written report with the Dean of Students Office within five days of receipt of the instructor's decision. The Dean of Students Office will proceed as outlined in Section II-2-B.

E. Section II, Student Conduct and Appeals, indicates that a student shall have a choice of an administrative (Dean of Students) or Campus Judicial Board hearing. The Dean of Students reserves the right not to hear a case and to forward it directly to the Campus Judicial Board

F. If a student chooses an administrative hearing, he/she may appeal the decision made by the Dean or designee to the Campus Judicial Board (see Section II-2-D). If the student chooses a Campus Judicial Board hearing, his/her appeal of that decision would be made directly to the Chancellor of the University as outlined in Section II-3-D.

G. If a student charged with an Academic Honor Code violation chooses a regular hearing before the Campus Judicial Board (see Section II-2-B-4) or appeals an administrative decision of the Dean of Students, two additional faculty members from another college will sit on the Campus Judicial Board as voting members.

V-5 Suggested Penalties for Proven Offenses

A. If the Campus Judicial Board or Dean of Students Office finds the student innocent of the charge, the instructor will ensure fair treatment of the student.

B. If the defendant is found guilty of the charge, the Campus Judicial Board or Dean of Students/Associate Dean of Students may impose a disciplinary sanction indicated in Section II-4 of the Code of Student Life. The authority to determine the course grade resides with the instructor. Failure in the course is generally appropriate for an offense of academic dishonesty.

Section VI—University Union

The University Union serves as a focal point for campus life outside the classroom, enhancing the University's

mission to offer a well-rounded educational experience to its students. Encompassing approximately 53,000 square feet, the Union provides meeting space, study areas, recreational space, space for student organization offices, various administrative offices and the services of a post office, the University Information Center, a banking machine and a campus snack bar.

VI-1 The UNCW University Union Board

The general purpose of the UNCW University Union Board is to act in an advisory capacity to the Director of the University Union and staff in matters regarding the management and operation of the facility. It is a Chancellor's committee with its members appointed by the Chancellor. The Board makes recommendations to the Chancellor through the Vice Chancellor for Student Affairs

A. The Board has 13 voting members: one student nominated by the President of Student Government; one student nominated by the Vice President of the Student Government; the Chair of the University Program Board: one student jointly nominated by the Panhellenic Council and the Inter-Fraternity Council: three students nominated by the Student Senate from Residence Life Association, the undergraduate student body, and the graduate student body; three faculty members from various disciplines appointed for two-year terms; one staff member nominated by the Vice Chancellor for Business Affairs; one staff member nominated by the Vice Chancellor for Student Affairs: and one alumnus appointed by the UNCW Alumni Association Board of Directors. The Director of the University Union, Assistant Director for Operations, and Student Activities Adviser are members of the Board without vote.

B. Qualifications for Board members are: every member, with the exception of the Alumni Association member, should be a current full-time employee of UNCW or an enrolled graduate or undergraduate student who is in good academic standing at UNCW at the time of his/her appointment and throughout his/her term. A voting member shall have been an employee or student at UNCW for one semester (two summer sessions will be considered one semester) prior to his/her appointment.

C. Officers of the Board are the President and Vice President, elected by the Board each year. The Director of the University Union will serve as the recording secretary for the Board. Staff support for the Board shall be provided by the Director and other Union staff members.

D. Functions and Responsibilities of the Board:

1. The Board will meet monthly during fall and spring semesters.

2. The Board will establish an Executive Committee which will meet with all other available Board members and act for the Board during periods when the University is not in session.

3. The Board will compile an annual report

concerning the Union's programs, personnel, and budget for submission to the Chancellor through the Vice Chancellor for Student Affairs by August 31

or each year.

4. The Board is advisory to the Director in all aspects of the Union's operation. It will study, review and develop recommendations relative to the Union's policies, programs, services, space utilization, fee structure, maintenance, and long-range plans.

5. The Board will have the authority to act as an appeal body in situations where it is so designated.

VI-2 The Director of University Union

- A. The Director is the chief executive official of the Union. He/she is responsible for the operation of the Union building and its programs and activities and shall.
 - Coordinate all functions involving Union facilities and their use
 - Facilitate the establishment of UNCW University Union and Student Activities goals and develop programs for their accomplishment
 - 3. Recommend administrative staff for appointment after consultation with the University Union Board
 - Supervise staff members
 - 5. Serve in a nonvoting, advisory capacity for all committees created by the UNCW University Union

VI-3 UNCW University Union Facilities

A. Use of Facility

1. Union facilities are reserved primarily for use by UNCW students, faculty and staff.

2. The Director of the University Union or his/her representative is charged with determining whether the conduct of an individual or group is in compliance with University policies.

3. The University Union's normal operating hours (when classes are in session, fall and spring

semesters) are:

a. Monday through Friday 7 a.m.-11 p.m.

b. Saturday and Sunday 12 noon-11 p.m.

c. On Sundays through Thursdays, programs are to end no later than 10:30 p.m. Friday and Saturday night programs are to end no later than 11 p.m. unless special arrangements have been made in advance with the Scheduling Coordinator. By special arrangement, the building will be available on Friday and Saturday nights until 1 a.m.

B. Reservations

1. Conference rooms in the University Union can be reserved by a registered campus organization, University department, or student, faculty, or staff member for University functions on a "first come, first served" basis. The Union staff reserves the right to make substitutions in room reservations or move a group to another area subject to availability. Reservations can be made by visiting or calling the Union Scheduling Coordinator in room 214 D from 8 a.m. to 5 p.m., Monday through Friday.

- 2. The Union's Reservation Agreement must be completed, signed, and returned to the Scheduling Coordinator at least seven days prior to the event. The individual or organization completing and signing the agreement accepts the responsibility for the proper use of the facility and equipment as well as proper conduct of the organization's members and guests. It is necessary that an organization be finished with the room by the time indicated on the reservation request. Members and guests are to be fully informed of these regulations by the person reserving the room.
- 3. The Scheduling Coordinator must be notified of a cancellation no later than 1 p.m. on the day of the event or by 1 p.m. on Friday for a weekend event. For the multi-purpose room or large room events, cancellation notice must be given 48 hours prior to the event. Failure to give 48 hours notice will subject an organization to the loss of privilege of reserving rooms for 60 class days. No penalty is involved when cancellation occurs before this specified time.

4. The Union reserves the right to bill any organization or group for damages or losses which result from the use or misuse of facilities or equipment, including charges for additional janitorial service over and above normal cleaning of the area used. Groups will also be charged for building staff required outside normal operating hours of the Union (e.g., building manager before or after hours, additional janitorial staff, etc.)

- Food and drink will be limited to the multipurpose room or lower level. This means no food or drink is allowed in restrooms or corridors, but special arrangement can be made for the courtyard. With the scheduling of a large group affair, the sponsor will provide members to pick up any litter around the Union and in the parking lots. Food or other light refreshments shall not be permitted in conference rooms unless permission is obtained at the time the reservation is made. Catering arrangements can be made through Campus Food Services. Contact the Snack Bar Manager in the Union, room 111A.
- 6. Any decorations to be used must be approved at the time the reservation is made. Nothing shall be attached to the walls, with the exception of block walls in room 100, where masking tape may be used. All materials used at any event must be removed at the conclusion of the program.

7. The University Union will not be responsible for any losses or injuries suffered by any person as a result of a room reservation and/or the activities of

the reserving organization.

Section VII—University Owned Residences

VII-1 Introduction

The Office of Residence Life strives to provide a diverse and meaningful experience supportive of student learning outside the classroom. The residence hall program facilitates the growth and development of each resident through positive experience in group living, self-discipline and decision making. The Residence Life staff coordinates social, educational and recreational programming for the development of a well-rounded student. Members of the Residence Life staff in cooperation with all areas of University community are responsible for student advising, discipline and general operation of each residence facility. Please refer to the Housing and Residence Hall booklet for more detailed information on facilities. This booklet is available from the Office of Residence Life, Housing Office, and the Dean of Students Office.

VII-2 Residence Life Staff

- A. The organization and administration of the Residence Life program is the responsibility of the Dean of Students Office. All students residing in residence halls and apartments are subject to the authority of the Dean of Students and the staff of the Dean. The Assistant Dean of Students for Residence Life and the Area Coordinators are members of the staff of the Dean of Students Office. The Dean of Students is directly responsible to the Vice Chancellor for Student Affairs.
- B. Each residence hall and the apartment complex is supervised by a Resident Director, assisted by a group of resident assistants.

VII-3 Residence Life Policies

The primary responsibility of Residence Life programs is to maintain an atmosphere conducive to the pursuit of academic goals and personal growth. Within this context, it is important to recognize the effect of the density factor in the residence life setting which creates a special need for awareness of how one's individual actions can easily influence the environment of the floor and thus have a direct effect on a group of students. In light of these conditions, the following policies have been established.

A. Alcoholic Beverages—Although consumption of alcoholic beverages is not encouraged by the University, students are permitted to possess and consume alcoholic beverages in their rooms provided that they comply with State laws pertaining to alcoholic beverages. In addition to the UNCW policies regarding the possession and comsumption of alcoholic beverages (Appendix D) and marketing of alcoholic beverages (Appendix E), the following rules pertain to residence halls:

1. There are to be no kegs of beer in the students' rooms or elsewhere in the residence halls or apartments except during official Residence Life functions where an alcoholic beverage permit is completed in the Dean of Students Office and approved by the Chancellor.

2. Alcholic beverages may not be consumed in the lounges, hallways, or other public areas without express approval from the Residence Life Office.

B. Visitation—Visitation including members of the opposite sex is permitted during certain specified hours. These hours will be posted in the lobby areas of each residence hall and in the apartment office. It will be the responsibility of each resident and visitor to know the visitation hours:

Sunday through Thursday—11:30 a.m. until 11:30 p.m.

Friday and Saturday-11:30 a.m. until 2:00 a.m.

Visitors will be escorted by residents of the building from 7:00 p.m. until the end of visitation hours. An unescorted visitor must provide positive identification and confirm his/her destination.

- C. Pets—Because of public health regulations, pets are not allowed in the residence halls or apartments. This includes, but is not limited to, dogs, cats, birds, hamsters, mice, snakes, and other rodents. However, fish in aquariums are permitted as long as the tank does not exceed 20 gallons and is kept in a sanitary condition.
- D. Solicitation—Residence halls and/or apartments may not be used to raise money for any individual or organization other than an officially registered campus organization (either faculty, staff, or student). Anyone not connected with the residence halls/apartments who does not have the proper identification and authorization may be cited for trespassing. In order to maintain the privacy of resident students, no door-to-door solicitation is allowed. Authorization for solicitation must come from the Dean of Students.
- E. Behavior—Disciplinary proceedings as outlined in Section II-2 will be initiated against a student who violates the "Code" Section II-1-B or other applicable rules such as:
 - 1. Violation of visitation as outlined in the handbook or posted in the residence halls/apartments.
 - 2. Tampering with, destroying, defacing, or removing public property within the residence halls, including furniture, doors, screens, walls, elevator, vending machines, ceiling tiles, games, etc.
 - 3. Participation in water fights, shaving cream fights, etc., and destroying or tampering with fire alarms and/or firefighting or emergency equipment.
 - 4. Creating excessive noise or participating in general disruptive behavior.
 - Throwing objects from the windows of residence halls/apartments.
 - 6. Undermining the security of hall residents and property (e.g., intentionally leaving of hallways propped open).
 - 7. Cooking in residence hall rooms.
 - 8. Walking or laying on building or apartment roofs
 - Obstructing hallways and/or entrances (e.g., bicycles parked in these areas).
 - 10. Driving motorized vehicles on the sidewalks and/or grass in the residence life area.

F. Individual Privacy in Relation to Student Rooms—Privacy of the individual is of the utmost concern to the Housing Office and the University; however, entry of student residence hall rooms and apartments at times is necessary.

Room Entry—University officials may enter a

room under the following conditions:

a. When there is sufficient reason to believe that an emergency situation exists which poses immediate danger to the occupants and/or to the facility.

b. For routine maintenance and cleaning.
 Whenever possible, 48 hour notice will be posted on the individual floors or wings in a designated area.

c. To deal with disturbances which are in violation of University regulations and/or violating the rights of other students within the hall

d. When a student who is a resident gives voluntary consent. The student's consent may be freely given and must not be based on coercion or threats by the University, and must not be occasioned by a student's fear of reprisal for failure to give consent.

1. The intrusion by the employee must be limited to the consent given by the student; for example, if the student consents to *entry* by the employee, the employee is not entitled to search the student's belongings without obtaining

further consent to do so.

2. Any student who is a resident of the room, suite or apartment may consent to entry of the University employee and to search that student's personal belongings. However, no student may consent to the search of another student's bedroom, closets, locker, suitcases or other areas under the primary control of another student.

e. Materials found during entry as described in this section may be used in any University disciplinary proceeding if said material is found in plain sight or during the course of performing the objectives described in a, b, c & d. Materials found beyond the scope of such entry shall constitute a search as defined below and may not be admitted if found in violation of that section. Any unauthorized materials found during an entry may be impounded.

2. Room Search—Searches of student-occupied premises or a student's personal possessions shall be only as authorized by law. A student's room is considered private; a search of residence hall rooms will be guided by the following principles:

a. University officials and/or University Police may search a room only upon obtaining a legal warrant. The University Police officer will be accompanied by additional University officials when the search is conducted.

b. Searches of University residence hall rooms by external law enforcement officials will be

regarded as a matter between the student and law enforcement officials involved. The University's interest will be limited to requesting that it be notified of impending searches.

Appendix A

Joint Statement of Rights and Freedoms of Students

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D.C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (3) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards for accreditation.

Since its formulation, the Joint Statement has been endorsed by each of its first national sponsors, as well as by a number of other professional bodies. The endorsers

are listed below.

U.S. National Student Association; Association of American Colleges; American Association of University Professors; National Association of Student Personnel Administrators; National Association of Women Deans and Counselors; American Association for Higher Education; Jesuit Education Association; American College Personnel Association; Executive Committee, College and University Department, National Catholic Education Association; Commission on Student Personnel, American Association of Junior Colleges.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect

general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- A. Protection of Freedom of Expression
- Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- B. Protection against Improper Academic Evaluation Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- C. Protection against Improper Disclosure Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy

as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

- 1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
- 2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
- 3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
- 4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
- 5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.
- B. Freedom of Inquiry and Expression
 - 1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and

privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

- 2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily apply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
- C. Student Participation in Institutional Government As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of

their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

 The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own

editorial policies and news coverage.

- 2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
- All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same fredom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as if often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to appraise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off campus activity, such as those relating to class attendance. should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition. At the same time, educational institutions have a duty and corollary disciplinary powers to protect their educational purposes through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the fair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no honor codes offering comparable quarantees.

A. Standards of Conduct Expected to Students The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavior expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be free as possible from imposed limitations that have no direct relevance to his/her education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other

suspected persons.

C. Status of Student Pending Final Action Pending action on the charges, the status of a student should not be altered, or his/her right to be present on the campus and to attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being, of students, faculty, or university property.

D. Hearing Committee Procedures When the misconduct may result in the serious

penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his/her defense by an adviser of his/her choice.

4. The burden of proof should rest upon the

officials bringing the charge.

- 5. The student should be given an opportunity to testify and to present evidence and witnesses. He/ she should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him/her unless he/she has been advised of their content and of the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be
- 6. All matters upon which the decision may be based must be introduced into evidence at the

proceedings before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape

recording, of the hearing.

8. The decision of the hearing committee should be final, subject only the the student's rights of appeal to the president or ultimately to the governing board of the institution.

Appendix B

SUPPLEMENT I: Title IX of the Education Amendments of 1972, as Amended*

SEX DISCRIMINATION PROHIBITED

Sec. 901. (a) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, except that:

(6) This section shall not apply to membership practices—

(A) of a social fraternity or social sorority which is exempt from taxation under Section 501(a) of the Internal Revenue Code of 1954, the active membership of which consists primarily of students in attendance at an institution of higher education.

*P.L. 92-318 (1972) and P.L. 93-568 (1974).

Appendix C

STATE POLICY ON FIREARMS OR OTHER WEAPONS
ON UNIVERSITY PROPERTY

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private education institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors or razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under order requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any country, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Office Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such a fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six

months imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

Appendix D

POLICIES REGARDING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington permits malt beverages and unfortified wines to be consumed at special activities and programs and in the privacy of residence hall rooms.

This is no intent to encourage the increased use of alcoholic beverages or to force their consumption upon those who object to the use of alcohol on moral, ethical, or religious grounds. The policy is designed to promote the positive, healthy use or non-use of alcoholic beverages in a responsible manner.

 Úniversity policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their

purchase, possession, or consumption.

A. Effective September 1, 1986, the North Carolina Alcoholic Beverage Cor of Laws made it illegal for any person under 21 years of age to purchase, possess, or consume, or for anyone to aid or abet such a person in purchasing or consuming any alcoholic beverages.

 B. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University.

(General Statutes 18-87 and 18-50)

C. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person or persons, whether accepted or not, on any public road or street, parking lot, sidewalk, or other publicly owned or leased place within the city of Wilmington.

D. Student fees collected by UNCW cannot be used

to purchase alcoholic beverages.

E. Student events at which alcoholic beverages may be consumed can be held only under circumstances in which the host organization demonstrates reasonable means of ensuring the safety of participants and adherence to state law.

II. Possession and consumption of alcoholic beverges at University events must adhere to the following quidelines.

- A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to the Residence Life areas and the University Union. Exceptions may be designated by the Chancellor.
- B. The use of alcoholic beverages at the campus event shall be subject to the approval of the Chancellor.
 - 1. The UNCW Alcohol Beverage Permit and Statement of Responsibility must be filed with the Dean of Students Office seven days prior to the event.
 - 2. The adviser to the sponsoring organization must be present for the entire event.
- C. Alcoholic beverages may be used only as complements to an event, not as the main focus.
- D. Non-alcholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- E. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
- F. Consumption of alcoholic beverages is only permitted within the approved area designated for the event.
- G. At least two people shall check every person entering an event for proof of legal drinking age. Only the following will be accepted as valid identification:

1. Driver's license with picture

- 2. Driver's license without a picture along with both a Social Security card and another form of picture identification.
- 3. Military identification card

4. Passport

- Special identification card obtained from N.C. Department of Motor Vehicles Persons of legal drinking age shall be given a non-transferrable form of identification.
- H. Alcohol shall not be served to those exhibiting unusual behavior or impaired speech or motor coordination when such behavior appears to be the result of substance abuse.
- I. Alcohol will be discontinued one (1) hour before
- J. Failure to comply with conditions for alcohol consumption on campus will result in disciplinary action.
- III. Alcohol Beverage Quantity Guidelines are designed in compliance with guidelines set forth by the National Institute on Alcohol Abuse and Alcoholism.
 - A. Beer-12 oz. per person per hour
 - B. Wine-4 oz. per person per hour

Appendix E

STATEMENT OF PRINCIPLES REGARDING THE MARKETING OF ALCOHOLIC BEVERAGES. ON THE UNCW CAMPUS

Alcohol abuse poses a serious threat to the health and welfare of a large segment of the college student population through acts of vandalism and property damage, automobile and other types of accidents, lessening of academic performance, estrangement of social relations, and, in some cases, bodily injury, illness and death.

Inappropriate and irresponsible marketing and promotion of beverage alcohol on campus can contribute to the problems of alcohol abuse. The development of campus policies which protect the health and welfare of college students is an important responsibility of the UNCW community. Institutional policies, practices and regulations should form the basis for a responsible approach to this area on campus.

The following guidelines are to govern alcohol marketing practices on the UNCW campus.

1. Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the Code of Student Life and state law. They must avoid demeaning sexual or discriminatory portrayal of individuals and/or groups.

2. Promotion of beverage alcohol should not encourage any form of alcohol abuse, nor should it place emphasis on quantity and frequency of use (i.e., all

you can drink).

3. Beverage alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.

4. No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling or other promotional activities should include "drinking contests."

5. Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the

Dean of Students Office.

6. Display or availability of promotional materials should be determined in consultation with the Dean of Students Office or Substance Abuse Advisory

7. Informational marketing programs should subscribe to the philosophy of responsible and legal

use of the products represented.

8. Beverage alcohol marketers will be encouraged to support campus alcohol education programs that encourage informed and responsible decisions about the use or nonuse of beer, wine or distilled

9. Beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.

Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.

 Local off-campus promotional activities primarily directed to students should be developed with the previous knowledge of the UNCW Substance Abuse

Advisory Board.

12. Beverage alcohol marketers will not be permitted to promote their products on campus unless they agree to abide by the above marketing guidelines. The Vice Chancellor for Student Affairs, in consultation with the Substance Abuse Advisory Board, will be responsible for implementing these guidelines.

13. Advertisement posting for any University event when alcoholic beverages are served shall note the availability of non-alcoholic beverages as predominately as alcohol. Alcohol should not be used as an inducement to participate in a campus event.

Appendix F

HAZING

The following is from North Carolina Statutes:

14.25. "Hazing; definition and punishment—It shall be unlawful for any student in any college or school in the state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat, or harass him, or to subject him to personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel—Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or govérning board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender, and a failure to do so shall be a misdemeanor."

Appendix G

STATEMENT OF UNIVERSITY POLICIES, PROCE-DURES AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION OF EDUCATIONAL PROCESS

Adopted by the Board of Trustees October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right of petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educa-

tional process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (the term "faculty member." whenever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or research at the University), any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive. illustrate the offenses encompassed herein, when done for the purpose of obstruction or disrupting any normal operation or function of the University or any of its component institutions: (1) occupation of any University building or part thereof with the intent to deprive others of its normal use: (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University campus.

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5-3. Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is

to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no even more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed in subsection (c) through (f) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:

(1) The specific violations of this Chapter V with which

the accused is charged.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of othe notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of witness and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a

transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guilty, the Hearing Committe shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the person is found guilty or not guilty, a written report shall be made by the Chancellor or the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such findings in which to appeal to the President of the University. Such an appeal if taken shall

be upon the grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of his case by the Hearing Committee shall be suspended indefinitely or discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in

this Chapter V.

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps, including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University

Section 5-4. Aggravated Acts or Threatened Repetition of Acts

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise the Chancellor in an emergency. No member of such Panel shall serve for more than one (1) year unless he be reappointed by the Chancellor. The Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the Panel.

(b) If, in the judgement of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character to probable repetition of such act or acts, necessitates immediate action to protect the University for substantial interference with any of its orderly operations or functions, or to prevent threats to or acts which endanger life or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University and bar him from the University campus; provided, however, that in the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be afforded a prompt hearing, which, if requested, shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V. the bar against the appearance of the accused on the University campus shall remain in effect until final judgement has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel provided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he

seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required numbers of them individually by telephone or by such other means as he may choose to employ, in which even he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5-3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds.

- (1) That the finding is not supported by substantial evidence:
- (2) That a fair hearing was not accorded the accused; or
- (3) That the discipline imposed was excessive or inappropriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any court, State or Federal, or before any student, faculty, administrative, or Trustee committee to any person charged with or suspected of violating Section 5-29(a) or (b) of these Bylaws.

Appendix H

DRUG POLICY—In accordance with G.S. 90-95(a)—The Use or Distribution of Narcotic or Illegal Drugs is Prohibited on Campus Property

NORTH CAROLINA GENERAL STATUTE 90-95(a)

Violation penalties:

- Except as authorized by this Article, it is unlawful for any person:
 - To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance:
 - 2) To create, sell or deliver, or possess with intent to sell or deliver a counterfeit controlled substance;3) To possess a controlled substance.
- B. Any person who violates G.S. 90-95(a) (1) with respect to:
 - 1) A controlled substance classified in Schedule I or II shall be guilty of a felony and shall be sentenced to

a term of imprisonment of not more than 10 years or fined not more than ten-thousand dollars (\$10,000), or both in the discretion of the court.

2) A controlled substance classified in Schedule III, IV, V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer or less than 5 grams of marijuana for no remuneration shall not constitute a delivery of violation of G.S. 90-95(a) (1).

In accordance with state law, drug paraphernalia is prohibited on campus.

Appendix I

Location of Student Records

A. Academic Records

- Registrar's Office, University Registrar, James Hall
- Offices of each academic department, Department Chair
- 3. Offices of each college or school, Deans
- 4. Special Programs, Director, Hoggard Hall
- B. Disciplinary Records
 - Office of the Dean of Students, Alderman Hall
- C. Employment Records
 - Director of Personnel, Alderman Hall
 - Director of Student Financial Aid, Hinton James Hall
- D. Counseling Records
 Director of Student Development Center, Student
 Support Center
- E. Medical Records
 - Student Health and Wellness Center, Student Support Center
- F. Financial Aid Records
- Director of Student Financial Aid, Hinton James Hall G. Campus Police Records
- Director of Campus Police Services, Campus Police
 Office
- H. Career Planning & Placement Records Director of Career Planning & Placement, University
- Union

 I. Records Relating to the International Student
- Program
 Associate Deep of Students Alderman Hell
 - Associate Dean of Students, Alderman Hall
- J. Records Relating to Student Athletes Athletic Director, Trask
- K. Records Relating to Students in the ROTC Program Military Science Office, Hoggard Hall
- L. Admissions Records
- Director of Undergraduate Admissions, James Hall Graduate Admissions, Assistant Vice Chancellor for Academic Affairs, Alderman Hall
- M. Student Accounts Records
- Accounting Office, James Hall
- N. Residence Hall Records
 - Assistant Dean of Students for Residence Life, Residence Life Activities Building

Appendix J

POLICY REGARDING DISORDERLY CONDUCT NORTH CAROLINA GENERAL STATUTE 14-288.4

Disorderly conduct is a public disturbance intentionally caused by any person who:

- Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
- Makes or uses any utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
- Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the chief administrative officer of the institution, or his authorized representative; or
- Refuses to vacate any building or facility of any public or private educational institution in obedience to:
 - An order of the chief administrative officer of the institution, or his authorized representative; or
 - b. An order given by any fireman or public health officer acting within the scope of his authority; or
 - If a state of emergency is occurring or is imminent within the institution, an order given by any law enforcement officer acting within the scope of his authority; or
- Shall, after being forbidden to do so by the chief administrative officer, or his authorized representative, of any public or private educational institution;
 - Engage in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any building or facility of the institution in its normal and intended use; or
 - Congregate, assemble, form groups or formations (whether organized or not), block, or in any manner otherwise interfere with the operation or functioning of any building or facility of the institution so as to interfere with the customary or normal use of the building or facility; or
- Disrupts, disturbs, or interferes with the teaching of students at any public or private educational institution or engages in conduct which disturbs the peace, order or discipline at any public or private educational institution or on the groups adjacent thereto.
- Disrupts, disturbs, or interferes with a religious service or assembly or engages in conduct which disturbs the peace or order at any religious service or assembly.

As used in this section the term "building or facility" includes the surrounding grounds and premises of any building or facility used in connection with the operation or functioning or such building or facility.

Any person who willfully engages in disorderly conduct is guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500) or imprisonment for

not more than six months. (1969, c. 869, s. 1; 1971, c. 668, s. 1; 1973, c. 1347; 1975, c. 19, s. 4; 1983, c. 39. s. 5)

Appendix K

DISCRIMINATORY PERSONAL CONDUCT AND SEXUAL HARASSMENT POLICY OF

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

I. POLICY

- A. Discriminatory personal conduct, including sexual harassment, toward any member of the University by any University employee is a violation of both State and federal law and University policy and cannot be tolerated in the University community.
- B. Discriminatory personal conduct is defined as "speech or action by a University employee that gives offense by its biased or prejudiced nature, with or without effect on a specific incident of another person's University experience." (Bias in this context refers to race, color, national origin, sex, religion, handicap or age.)
 - As defined above, discriminatory conduct may be either verbal or physical "speech or action" That which gives offense in and of itself, that has in common exploitation of or hostility towards personal characteristics that are irrelevant to the conduct of University life. In all institutional relationships the University expects its employees to show civility and discretion in regard to students and colleagues and to treat each with equality and dignity; accordingly, all persons acting on behalf of the University should seek to assure that all University activities are untainted by invidious discrimination, in both speech and action.
- C. Sexual harassment, a form of discriminatory personal conduct, is defined* as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when
 - submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic, or student status, or
 - (2) submission to or rejection of such conduct by an individual is used as a basis for employment, academic, or other institutional decisions affecting that individual, or
 - (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic activities, or student experience, or creating an intimidating, hostile, or offensive working, academic, or student life environment.

*EEOC text amended by insertion of appropriate references to the University environment.

Thus, sexual harassment may be defined summarily as "the improper introduction into a University relationship of speech or conduct of a sexual nature."

- D. Students, faculty and employees are encouraged to express responsibly to the appropriate official, as set out below, any problem or complaint of discriminatory conduct. Any act by a University employee or agent of reprisal, interference, or coercion - overtly or covertly - against a student or an employee for responsibly using this Policy and its Procedures is in violation of this policy and requires appropriate and prompt disciplinary action.
- E. This Policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. If it is determined in any proceeding that a charge has been made in bad faith, i.e., with knowledge of its falseness, appropriate action shall be taken with respect to the person bringing the charge.

II. ADMINISTRATIVE REVIEW PROCEDURES

- A. While it is the responsibility of every employee in the University community so to conduct himself as to contribute to an environment free of discriminatory behavior, the responsibility falls especially upon University administrators and supervisors. Any administrator or supervisor having knowledge of conduct involving discrimination or receiving a complaint of discriminatory conduct involving a University employee or agent under his or her administrative jursidiction must take immediate steps to deal with the matter appropriately.
- B. An employee who believes he or she has been the victim of discriminatory conduct should initially attempt to resolve the matter with the administrator or supervisor most directly concerned (unless that person is the individual accused of misconduct) or report the matter to the Federal Compliance Officer.
- C. A student who believes he or she has been the victim of discriminatory behavior, including sexual harassment, should report the matter the the Dean or Associate Dean of, Students or to the Federal Compliance Officer. The Dean or Associate Dean of Students or the Federal Compliance Officer, after listening to the complaint, will attempt to determine if the allegation constitutes discriminatory personal conduct. If it is determined by the Dean or Federal Compliance Officer that the charge falls within the purview of this policy, complaints against faculty members and EPA employees shall be referred to the appropriate academic Dean, Director, or other University official who has most direct administrative jurisdiction over the person whose conduct is complained of: and complaints against SPA employees shall be referred to the Director of Personnel.
- D. Complaints may be made orally or in writing to the appropriate reviewing officer. (See paragraph C above) Before either an administrative or grievance inquiry is begun, that officer must record the complaint in a written statement identifying the grievant, the conduct complained of, and the

employee alleged to have engaged in it. A copy of this record shall be provided *in every case* to the Federal Compliance Officer.

When a complainant seeks personal redress for an alleged wrong, then he or she must be willing to be identified to the person charged. If the complainant is willing to be identified, the reviewing officer will notify the person charged in writing, stating the complaint and indicating that an informal inquiry will be conducted. If the complainant is not willing to be identified or ceases to seek personal redress. he or she should be advised that the institution, if it determines that such action is necessary, may pursue an inquiry on the institution's behalf and in its name rather than that of the individual; that the complainant may be identified in that event; and that the complainant enjoys the protections against retaliation set forth in I.D. above. Administrative procedures are initiated by the institution to ensure appropriate conduct by its employees, eg. when the institution seeks to prevent likely recurrence of apparent improper conduct, even though no individual complainant wishes to pursue a personal grievance.

- E. Because of the essentially personal nature of these matters, especially sexual harassment charges, every effort should be made to resolve problems without formal proceedings if possible. Thus the reviewing officer's initial step should be an attempt to resolve the matter through discussion, counseling, agreement of the parties involved, or administrative action when appropriate. At this stage it is hoped that the parties will be sensitized to the nature of discriminatory personal conduct and what it does and does not involve, and that the review will be constructive whether it is determined that administrative action is appropriate or that the matter complained of does not constitute misconduct. Regardless of the outcome of this step, the reviewing officer shall briefly record the nature of the complaint and the response to it, the names of the parties involved and any agreement between them, and any administrative action to be taken in light of the inquiry. A copy of this record shall be provided to each party and to the Federal Compliance Officer, and may be made a part of each party's student or personnel files when appropriate.
- F. Sexual harassment matters may be especially sensitive for the parties involved, and involvement in grievance or administrative inquiries may cause particular apprehension both for complainants and for persons whose conduct is questioned. Therefore, each party may be accompanied and assisted by another person at all stages of inquiry.
- G. If a complaint is not resolved to the satisfaction of a complaining party, he or she may proceed in accordance with the Formal Grievance Review Procedures herein, within 10 days of receiving the record of the reviewing officer's efforts. If a person

charged in a complaint wishes to contest any proposed resolution of it, including any proposed administrative action, that person may use the general grievance appeal mechanism to which he or she ordinarly has access or which is available in light of the proposed administrative action.

III. FORMAL GRIEVANCE REVIEW PROCEDURES

- A. Should any employee or student believe that he or she has been the victim of discriminatory personal conduct by a University employee, and should the administrative review (if appropriate) have failed to produce a resolution satisfactory to either party, then he or she may proceed with the general grievance appeal mechanism to which, by virtue of his or her position or circumstance in the university, he or she ordinarily has access.
 - (1) Any formal grievance brought by an SPA employee will be reviewed through the established SPA Grievance Procedure.
 - (2) Any formal grievance brought by a faculty member will be reviewed through the Faculty Grievance Committee Procedure. However, a faculty member who alleges that a decision not to reappoint him or her was based upon one or more of the existing impermissible grounds as stated in Policies for Academic Freedom and Tenure, The University of North Carolina at Wilmington shall request a review by the Hearings Committee in accordance with Section V of the Policies for Academic Freedom and Tenure.
 - (3) Any formal grievance brought by a non-faculty EPA employee shall follow the grievance procedures provided in Section IV of the EPA-Administrative Personnel Policies. When a grievance is presented directly to the Chancellor, he, at his discretion, may appoint an ad hoc committee to review the complaint and recommend resolution; however, in all such cases, the Chancellor shall be responsible for rendering a decision.

- (4) Any formal grievance brought by a student will be reviewed through the Student Grievance procedure. The written complaint will be submitted to the Vice Chancellor who has administrative jurisdiction over the person named in the complaint. The Vice Chancellor will convene the student grievance hearings panel as established under the guidelines of the student grievance policy. Upon hearing the grievance. the student grievance hearings panel shall make its recommendation to the Vice Chancellor who will render the decision. If the Vice Chancellor's resolution is not satisfactory to the complainant. he or she may appeal the Vice Chancellor's decision to the Chancellor who will render the final decision.
- B. A complaint involving a grade or other academicrelated matter must be filed before the last day of the next succeeding regular semester. A complaint that is not academic related must be filed within 30 days of the date the alleged misconduct occurred or from the date of the consequences of the alleged misconduct.
- C. A complaint shall be handled as expeditiously as possible by the appropriate grievance mechanism. Following the completion of grievance mechanism's review of the complaint, the person who filed the complaint or the person accused of discriminatory personal conduct may appeal the disposition of the matter by the grievance mechanism provided under existing University procedures.
- D. When all proceedings are complete, a record of each grievance review and the findings of that review shall be submitted to the Federal Compliance officer who shall maintain a confidential file of such records.

October, 1983

CALENDAR OF EVENTS

Fall Semester, 1986

August 23, Saturday August 24, Sunday August 25, Monday August 26, Tuesday August 27, Wednesday September 1, Monday September 3, Wednesday October 8, Wednesday

October 8, Wednesday October 13, Monday October 29, Wednesday November 11, Tuesday November 25, Tuesday December 1, Monday December 9, Tuesday December 10, Wednesday

December 11-13, Thursday-Saturday December 15-18, Monday-Thursday

December 18, Thursday

On-campus housing opens for new students
On-campus housing opens for returning students

Orientation and advising Registration

Classes begin Labor Day holiday

Last day to drop or add without a grade Last day to withdraw with W-Undergraduate

Students

Fall vacation begins 10:30 p.m. Fall vacation ends 8:00 a.m.

Graduation application deadline—Spring 1987 Last day to withdraw WP—Graduate Students Thanksgiving vacation begins 10:30 p.m. Thanksgiving vacation ends 8:00 a.m.

Last day of classes

Reading Day-First Evening Exam

Final examinations

Fall Semester ends/on-campus housing closes

Spring Semester, 1987 January 7, Wednesday

January 8, Thursday January 8, Thursday January 9, Friday January 12, Monday January 16, Friday February 27, Friday February 27, Friday February 27, Friday March 9, Monday March 31, Tuesday April 9, Thursday April 17, Friday April 21, Tuesday April 29, Wednesday April 30, Thursday May 1-2, Friday-Saturday May 4-8, Monday-Friday May 8, Friday May 16, Saturday

Summer Session, 1st, 1987

May 22, Friday May 25, Monday May 26, Tuesday May 27, Wednesday June 3, Wednesday June 12, Friday

May 21, Thursday

June 23, Tuesday June 24, Wednesday

Summer Session, 2nd, 1987 June 28, Sunday

June 29, Monday June 30, Tuesday July 1, Wednesday July 2, Thursday July 6, Monday July 10, Friday July 21, Tuesday July 31, Friday On-campus housing opens for new students
On-campus housing opens for returning students

Orientation and advising

Registration Classes begin

Last day to drop or add without a grade

Last day to withdraw with W-Undergraduate Students

Graduation application deadline, Summer 1987

Spring vacation begins 10:30 p.m. Spring vacation ends 8:00 a.m.

Last day to withdraw with WP-graduate students

Faculty Meeting

Easter vacation begins 10:30 p.m. Easter vacation ends 8:00 a.m. Last day of classes

Reading Day—First Evening Exam Final examinations

Final examinations Spring Semester ends/on-campus housing closes

Commencement

. . . .

On-campus housing opens Registration Classes begin

Last day for registration

Last day to drop without a grade

Last day to withdraw with W—undergraduate students Last day to withdraw with WP—graduate students Graduation application deadline—Fall 1987

Final Examinations; term ends

On-campus housing opens Registration

Classes begin

Last day for registration

Last day to drop without a grade

July 4th holiday

Last day to withdraw with W—undergraduate students Last day to withdraw with WP—graduate students

Final Examinations; term ends









Dean of Students Office
Dean of Student Affairs
Division of Student Carolina
University of North Carolina
at Wilmington

ANCW Student Handbook & Code of Student Life 87-88

Alma Mater

by Charles Hunnicutt and Loyd Hudson

Hail we proudly sing to thee Who guides our green and gold. Though future years may part us, Fond mem'ries we shall hold.

(Refrain)
For our hearts will cherish
All your service done
All Hail to thee Alma Mater,
Praise to Wilmington.

Here we stand as one together Voices raised in song. Our loyal hearts will praise thee As God doth lead us on.

The University of North Carolina at Wilmington is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap. Moreover, The University of North Carolina at Wilmington is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of black students.

7,500 copies of this public document have been printed at a cost of \$4,953.38, or 66¢ per copy. (GS 143-170.1)

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WELCOME

It is my pleasure as Chancellor of The University of North Carolina at Wilmington to welcome you as members of the fastest growing student body in The University of North Carolina system.

It has been my lifelong belief that the process of learning is one of the most exciting activities in which we engage as human beings. Each new fact, each new concept, each new perception, and each new perspective of beauty adds a uniquely new dimension to our lives. We often say on this campus that we are a community of scholars, and in a very real sense. I believe that is our mission.

As students enrolled here at The University of North Carolina at Wilmington, you are members of the largest segment of that community of scholars. For the remainder of your stay in this University community of scholars, may I wish you well and encourage you to dream your dreams and set your goals high.

William H. Wagoner Chancellor

Dr. Wagoner served as President of Wilmington College from 1968-1969, and as Chancellor of UNCW since 1969. During his 19 years of leadership, the University has grown from an enrollment of less than 1,200 to approximately 6,000.

WELCOME STUDENTS

First, I would like to CONGRATULATE YOU on your fine judgment of universities! We are pleased to have you with us on the campus of the fastest growing university in North Carolina. During the past forty years UNCW has grown tremendously. This is a direct result of hard work and determination of students, faculty, and staff. It will be your responsibility to continue the tradition. I am sure that you have already set your goals and are determined to reach

Second, let me introduce myself. I am the President of the Student Government Association for 1987-88. During my term, I would like to see more students get involved in the various activities scheduled throughout the year. There are sixty recognized organizations on campus and I encourage you to participate in them.

My office is in the Student Government office, located in the University Union, room 200. I have already implemented an "OPEN DOOR" policy. The office staff and I invite you to stop in the give us your ideas and suggestions. Our goal is to make your collegiate career as productive and enjoyable as we can.

Once again, congratulations and welcome to UNC-Wilmington.

With SEAHAWK PRIDE,

Lee King, President Student Government Association

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington is situated on a spacious campus of some 650 acres five miles west of Wrightsville Beach on the Atlantic Ocean. Academic and support buildings are designed in modified Georgian architecture. All academic and residence facilities are air conditioned as is the cafeteria.

Host to the University is the historic port city of Wilmington situated on the Cape Fear River. The largest city in North Carolina until after the turn of the century, Wilmington offers the University community a rich and diverse cultural heritage, a wealth of handsome architecture, and connections to nationally and internationally prominent individuals. With a population of 54,356 Wilmington is the largest city in the 112,026-person metropolitan statistical area comprised of New Hanover County.

UNCW has its roots in the aftermath of World War II when the New Hanover County Board of Education recognized the need for the returning veterans from Southeastern North Carolina to have access to higher education close to home. Established in 1947 as a two-year institution, Wilmington College became accredited in 1952 as a junior college and became a part of the North Carolina Community College System in 1958. In 1963, it became a senior college graduating its first baccalaureate degree recipients in 1965. By act of the state General Assembly in 1969, Wilmington College became part of the greater University of North Carolina, a body that now comprises 16 senior state institutions.

During the 1987-88 Academic year, UNCW celebrates its 40th Anniversary!

UNIVERSITY SERVICES

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students serves as the primary focal point for addressing student needs, issues and concerns, and serves as a resource and referral office for all faculty, staff and students. Acting in an advocacy role, the Dean and Associate Dean of Students represent the student perspective to the University community. This office works with all segments of the University to help students develop through opportunities, advice and assistance. Within the Student Affairs Division, the Office of the Dean of Students provides consultation, new program development and assistance to the Vice Chancellor with special projects. Specifically, the office coordinates orientation for freshmen and transfer students, advises international and non-traditional students. publishes the Student Handbook and Code of Student Life. and coordinates the student judicial system and the official withdrawal process from the University. Additionally, the Office of the Dean of Students coordinates programs and policy on rape prevention and assistance, alcohol education, and implements developmental programs to meet assessed and perceived student needs. The Office of the Dean of Students also provides supervision for the Residence Life Program

The Dean and Associate Dean invite students to come by and discuss issues relative to these and other aspects of campus life.

CAMPUS MINISTRY

Campus Ministry at UNCW is provided by a variety of religious groups. United Christian Campus Ministry is provided for all students at UNCW by Baptist, Episcopal, Christian, United Methodist, and Presbyterian churches, with additional support from Lutherans.

Working through Bob Haywood, campus minister, UCCM provides counseling, Bible study, retreats, worship, and special programs on specific religious, social, and personal growth concerns. He can be reached by calling 799-1160 or by leaving a message with the Vice Chancellor for Student Affairs Office.

Catholic Campus Ministries, under the leadership of Father Al Dash, provides opportunities for worship, leadership development, retreats, and a variety of programs for student personal and spiritual development. A Catholic student group meets weekly and there is a Catholic Student Center located at 4802 College Acres Drive. Mass is held every Sunday at 12:15 p.m. in rm. 201 and again at 10:00 p.m. in rm. 210 of the University Union. Father Dash can be reached by calling 791-7167.

Other student groups include Inter-Varsity Christian Fellowship, Campus Crusade for Christ, Fellowship of Christian Athletes, Baptist Student Union, and the Gospel Choir. All of these have weekly meetings.

FINANCIAL AID

The UNC-Wilmington Financial Aid Office in Hinton James Hall administers a program which seeks to meet the needs of all enrolled students. While the program provides for the recognition of talent and outstanding student achievement, its primary objective is to assist students with demonstrated need. Financial aid is the economic assistance available to help the student meet the difference between what he or she can afford to pay and the actual cost of a college education.

Eligibility is determined by a "needs analysis" done in the Financial Aid Office according to federal guidelines. Applications may be picked up in the Financial Aid Office.

Forms of financial aid include grants, scholarships, loans, and employment opportunities. Interested students should consult the University catalogue and/or Financial Aid Information Booklet for detailed information on these programs.

What Are The Deadlines?

Academic year (Fall and Spring)April	15
Fall onlyApril	15
Spring OnlyOctober	15
Summer March	15

The above dates represent priority deadlines used by the Financial Aid Office in processing applications. This means that those students who have completed applications on file in this office by those dates will receive first consideration for financial aid. A completed application consists of an institutional financial aid application, a Financial Aid Form, and all three copies of the Student Aid Report from the Pell Grant Program.

Academic Standing

Satisfactory Progress Standards for Financial Aid Purposes

According to federal guidelines, to be eligible to receive federal financial aid, a student must be making satisfactory progress toward completion of a degree. Federal aid includes the National Direct Perkins Loan, Supplemental Educational Opportunity Grant, Pell Grant, State Student Incentive Grant, Guaranteed Student Loan, College Work Study, and Parental Loan for Undergraduate Students.

Students must demonstrate progress from both a qualitative and quantitative standpoint. Qualitative refers to grade point average, and quantitative refers to number of credit hours earned.

Grades

Applicants for financial aid must meet the University retention standards as outlined in the University catalogue. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorized to continue with his/her studies on a conditional basis, he/she is considered to meet this requirement of satisfactory progress.

Course Repeats

Courses being repeated on which students previously earned credit may not be used to determine enrollment status when calculating eligibility for federal aid programs.

Hour

An undergraduate student must earn at least 20 hours each academic year (an academic year is considered to be two regular semesters of enrollment). This requirement is based upon an allowed maximum time frame of 6 academic years to complete the undergraduate degree. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorized to continue with his/her studies on conditional basis, he/she is considered to meet this requirement of satisfactory progress.

A preliminary review will be made at midyear (following fall semester) to identify those students not meeting the required academic standards. Full-time students not successfully completing at least 10 hours, and less-than-full-time students not completing at least 5 hours will be determined deficient. Students not meeting the academic requirements outlined on the retention chart will be issued a warning and placed on probation for the spring semester.

Eligibility lost due to shortage of hours can be regained by successfully completing at least 10 hours plus the number short (for full-time students) or at least 5 hours plus the number short (for less-than-full-time students) during the next regular term. Eligibility lost due to failure to meet academic requirements can be regained by bringing the G.P.A. up to the standards outlined on the retention chart.

A student who is determined not to be making satisfactory progress may file an appeal on the grounds of mitigating circumstances. Mitigating circumstances may be considered to exist if any of the following apply: 1) Death in the immediate family circle. 2) Parental unemployment for 10 weeks or more. 3) Emotional trauma as ascertained by the Dean of Students or the Director of Student Development Center. 4) Change in major or academically related issues as certified by academic Dean.

Refunds

Financial aid recipients who withdraw from school are eligible to receive only that portion of the institutionally determined refund which exceeds the financial aid received. Refunds will be returned to the programs from which the student received aid. The following fraction will be used to determine the portion of the refund to be returned to the Title IV program(s) (Fed. Reg. Sep. 28, 1979, Sect. 168-21):

Total Title IV aid (minus CWSP) Total Aid Package (minus CWSP)

The resulting fraction is applied to the institutional refund and the resulting amount (rounded to nearest whole dollar) is the amount of Title IV funds to be returned to Title IV program(s).

Repayments

Regarding cash refunds received prior to withdrawal, if a student's non-instructional educational expenses incurred up to the time of withdrawal exceeded the amount of cash disbursement, the student does not owe a repayment. If cash disbursed exceeds these noninstructional costs of education incurred up to the time of withdrawal, the student does owe a repayment. The repayment is the difference between expenses incurred and the actual cash refund received. For the resident student, noninstructional expenses include an allowance of \$200 each semester, or \$50 each month, or portion thereof for books, transportation and personal items. For commuting students, noninstructional costs include an allowance of \$1000 each semester or \$250 each month or portion thereof for room, board, books and transportation. (The above allowances are prescribed by Pell Grant Regulations.) In determining the amount of overpayment to be returned to the Title IV program(s) the following fraction is applied:

Total Title IV Aid (minus CWSP, GSL, PLUS)
Total Aid Awarded (minus CWSP, GSL, PLUS)

Student Aid Accounts to be Refunded/Repaid

Once the amounts to be refunded and/or repaid are determined by the formulas explained, the proper amounts shall be refunded/repaid according to the priority lists shown. No one account shall be refunded/repaid with more than what you received from the account for the term of withdrawal.

- 1. National Direct Perkins Loan
- Guaranteed Student Loan
- 3. Supplemental Educational Opportunity Grant
- 4. State Student Incentive Grant
- 5. Pell Grant
- 6. UNCW Scholarship/Grant
- 7. Other aid

Deferment Policy

Students who have preregistered and received a bill may obtain a deferment from the Financial Aid Office to present to the cashier to validate their preregistration. If the award allocated is less than the bill, payment covering the difference must be presented to the cashier with the deferment. Students who have received awards but did not preregister may pick up deferments at registration.

Payment of Awards

Financial Aid awards will be automatically credited to the recipient's account each semester. State Incentive grants,

guaranteed loans, and civic club scholarships are forms of aid that typically require the student to endorse checks before aid can be credited to their account. These checks will be held at the Cashier's Office for student endorsement. Students who are eligible to receive refunds will be able to claim refund checks from the University Cashier following the beginning of classes at times to be announced. A schedule will be posted in the Cashier's and Financial Aid Office regarding these times. Students claiming refunds will be required to present identification; no one else may pick up a refund other than the intended recipient.

STUDENT DEVELOPMENT SERVICES

Student Development Services, which include the Student Development Center and the Career Planning and Placement Center, provide support and assistance for students personal, career social and leaning skill development. The services help student's build satisfying and successful college experiences and prepare for the transition from school to work or to graduate study.

Student Development Center

The Student Development Center provides confidential services to help students build satisfying and successful college experiences. Individual and group counseling for personal, career or educational concems is available. Decision-making resources for careers and college majors include a computer guidance system, aptitude and interest testing, and an information library.

A learning lab is equipped with computer and audiovisual resources for enhancing study skills and for reading and vocabulary improvement. Special assistance is offered with learning strategies, study, reading and exam-taking skills. Workshops are regularly scheduled on these topics as well as on personal growth, communication skills and stress management.

The center coordinates Disabled Student Services and acts as a clearinghouse for tutoring, equipment and advocacy needs.

The office also administers national testing programs such as the SAT, GRE, GMAT, NTE and MAT as well ad the campus CLEP tests.

Consulting and referral services and provided by the center's staff for University faculty, staff and student groups.

Appointments for counseling or inquiries may be made by calling 395-3280, or, for daytime emergencies, 395-3061.

Disabled Students

The University makes a concerted effort to assist disabled students who need assistance. This effort is coordinated by the Student Development Center. Disabled students are encouraged to contact the center to discuss their needs.

Career Planning and Placement Center

The Career Planning and Placement Service of the Student Development Center provides career planning and placement services to students and alumni of UNCW. Assis-

tance in developing career plans is available through individual advising, workshops and seminars. The office also provides information and counseling on careers, specific job requirements, employers, and graduate school programs. Students are encouraged to use these services early in their college career.

The office publicizes specific job openings (part-time, summer and full-time); makes individual referrals; schedules recruiting visits; keeps company literature; and provides information about public and private schools, and state and federal government opportunites.

Seniors should register with the Career Planning and Placement Service early in their final year to establish a credentials file and to avail themselves of all placement services including resume writing, interviewing skills and planning a job search.

Appointments for counseling or inquiries may be made by calling 395-3174.

OFFICE OF VETERANS' AFFAIRS

The Office of Veterans' Affairs in Hinton James Hall provides educational assistance to veterans and/or their dependents enrolled at The University of North Carolina at Wilmington. The OVA is concerned with the recruitment of veterans into the University and ensuring that they successfully complete their educational programs. The OVA works with other campus offices to conveniently serve the needs of veterans and dependent students.

Services to veterans and dependents include work-study positions, peer and professional counseling, community out-reach services, tutorial services, and special programs for educationally disadvantaged veterans.

Veterans and dependents receiving VA educational benefits are required by the VA to pass at least one course the semester they begin their college training. All students receiving VA educational benefits are now required to come by the OVA at least once per semester. This is necessary to ensure prompt correspondence between the OVA and the Veterans' Administration.

UNCW keeps records of progress on veteran and nonveteran students alike. Progress records are furnished to the students, veterans and dependents, at the end of each scheduled school term.

The retention chart below will apply to all veterans and dependents using GI benefits for their education at UNCW.

Total	Required Quality Point
Hours	Average for Eligibility
Attempte	d for Continuing Certification
6 to 26	1.2
27 to 58	1.5
59 to 88	1.8
89	20

THE WRITING PLACE

The Writing Place offers one-to-one tutoring for any academic writing assignment. Our tutors can help students get started with a paper, offer aid in the development and

organization of a paper, and demonstrate strategies that help writers at each stage of the composing process. We are staffed by student, faculty, and community tutors. The Writing Place also makes available, by appointment, micro computers for word processing only. We are open from 10 a.m. until 9 p.m. on Monday through Thursday, and 10 a.m. until 3 p.m. on Friday, and 5 p.m. until 9 p.m. on Sunday. To schedule an appointment, call extension 3549 or stop by 203 Morton Hall.

UNIVERSITY UNION

The University Union is seen as the living room of the campus. Providing a variety of services for faculty, staff, and students, the Union also houses several offices: Career Planning & Placement, University Advancement, Fledgling, Greek Life Office, Minority Affairs, Postal Services, Seahawk, Student Government Association, Student Activities, University Program Board, WLOZ radio and the University Union administration.

Information Center

The Information Center is located on the first floor of the University Union and is open Monday-Friday, 8 a.m.-10:00 p.m., Saturday noon-10:00 p.m., and Sunday, noon-10 p.m. During school vacations the Information Center is staffed 8 a.m.-5 p.m.

Some of the services provided by the Information Center

- -Student addresses and telephone numbers
- -Campus lost and found
- -Campus-wide vending machine refunds
- -Recreation and games equipment check-out
- -Community and campus event information and ticket
- -Wilmington area information and maps
- -Bus and plane schedules
- -Daily University Union schedule
- -Campus maps and telephone numbers
- -Discount movie tickets
- Area restaurant menus

If you have any questions about the campus or the Wilmington area, feel free to drop by the Information Center or give them a call at 395-3841 or 395-3846. They have the answers!

Student Activities

The Student Activities Office provides advice and guidance to all campus organization leaders, and helps coordinate such diverse student interests and activities as fraternities, sororities, student publications, University Program Board, campus and community volunteer work, and campus-wide clubs and organizations. The office publishes a monthly activities calendar, the Channel Marker.

Recreation and Games Areas

The University Union provides numerous recreation and games opportunities. The Union has championship-size billiard tables, table tennis, and current video games, available to all students, faculty, and staff for a nominal charge. The Union provides all the necessary equipment to use these areas. The Union also sponsors various recreation and games tournaments throughout the school year and weekly specials such as half-price billiards on weekends.

Hawk's Nest

ARA Food Services operates the campus snack bar on the first floor of the Union. Serving a wide variety of foods, it is also a popular gathering place, and is available for catered events by advance reservation.

Wachovia Teller II

Wachovia Bank has an automatic teller machine in the Union, conveniently located across from the Post Office. Wachovia Teller II is a participant in the Cirrus System, a banking network which enables users to use most North Carolina bank cards with the machine.

Volunteer Opportunities

The Union Director complies and provides information to help students and faculty find suitable volunteer positions in the community. There are plenty of opportunities available for students regardless of their skills, interests, or talents. A "Volunteer Opportunities" booklet is distributed each fall which outlines many agency positions.

IDENTIFICATION CARDS

ID cards are issued to all students and are used for admittance to University functions and for identification on and off campus. ID's are made and issued during the first days of the semester in the University Union.

Part-time students receive a temporary, paper ID card: full-time students receive a permanent, plastic card, provid-

ed they have paid a one-time ID fee of \$5.00.

There is a \$10.00 charge to make a duplicate ID card if the original is lost. Replacement ID cards can be obtained in the ID Office in the Student Support Services Building, Monday thru Friday, 8:30 a.m.-4:30 p.m.

ID's are used to check books out of the library, get into the gymnasium, cash checks at the Bookstone (\$20.00 limit), vote at student elections, pick up diplomas at Registrar's Office, pick up checks at the Financial Aid and Cashier's Office, attend athletic events, and receive a basket card from the locker room in Hanover Hall.

MINORITY AFFAIRS

The Office of Minority Affairs, located in Room 211 of the University Union, is responsible for the implementation of programs and activities designed to enhance the overall

experiences of minority students at UNC-Wilmington. Some of the services/activities offered by Minority Affairs include:

- -Minority Mentor Program
- -Tutorial Assistance Program
- -Workshops
- -Black History Month Programs

The director invites all students to visit the office or call 395-3832 or 395-3439 to discuss ways in which the office can be of service.

UNIVERSITY BOOKSTORE

The University bookstore is located in the Student Support Center on the corner of "G" Street at Riegel Road.

Store Hours

Normal operating hours are 8 a.m. to 5 p.m. Monday through Friday. The fall and spring semester hours are extended until 8 p.m. for the initial two weeks.

Check Cashing

A valid ID is required to cash your personal check or one from your parents, not to exceed \$20.00 over your purchase. Your local address, ID number and phone number must be on the check. Three weeks prior to semester ending, checks will be honored for purchase amount only. An \$10.00 fine will be assessed on each returned check.

Textbook Refunds

Full refund for new and used textbooks will be made during the first three weeks of classes upon presentation of your cash register receipt (one week for summer). All new textbooks MUST be clean and unmarked.

Defective books will be replaced at no charge and should be returned at once.

Buy Back

Buy-back days are conducted after each semester during exams. The bookstore will pay 50 percent of current selling price providing they can use the book in the following semester. Should the bookstore be unable to purchase your book at these terms, a wholesale price will be offered.

A valid ID is required for the selling of books during this time, and you must sign for books sold.

Services

Check Cashing Special Orders Caps & Gowns

Announcements Class Rings

UNIVERSITY POST OFFICE

A U.S. Post Office and student post office boxes are located on the first floor of the University Union. Each student is provided a post office box in which all mail (with

the exception of grades and tuition bills), including advising and pre-registration materials and all disciplinary correspondence, is delivered. Students are expected to check their post office boxes regularly.

Boxes are assigned at the beginning of the fall semester for the full academic year and are cancelled at the end of

the spring semester.

Keys to the boxes are issued at the Post Office. Post office box keys must be returned when any of the following three (3) events occur:

- a. You withdraw from school
- b. You are not returning the next semester
- c. At the end of the Spring and Summer II semesters

There is no deposit required for the keys, but a \$10 replacement charge will be levied for lost or unreturned keys.

All services are available at the Post Office (stamps, money orders, etc.). The window hours are 8:30 a.m. - 4:30 p.m. Monday through Friday with the exception of federal and University holidays.

When a student will no longer be enrolled at the University, a change of address card should be filled out and left with the Post Office

RANDALL LIBRARY

The William Madison Randall Library is named for the President Emeritus of Wilmington College. The present facility has a seating capacity for more than 850 readers and space for approximately 480,000 volumes. A construction project has recently been completed to more than double the size of the library. This project includes the complete renovation of the existing building.

The Randall Library collection now contains over 300,000 volumes shelved on open stacks according to the Library of Congress classification system. Rare and unique items are housed in the Helen Hagan Rare Book Room. Over 4,500 serial publications are received regularly, and extensive back files are maintained in bound volumes and in microformat. Coin-operated machines for copying printed materials and microforms are available.

A project is currently underway to implement a computerbased circulation and catalog system. It is hoped that this system will be in use during the fall of 1987.

The Randall Library is a partial depository for the United States government publications, and the collection of documents now consists of approximately 300,000 titles.

An audio center with 18 listening stations and a wide variety of recordings are available for class assignments and personal enjoyment. Study rooms are available for small groups to study together, and a 73-seat auditorium is equipped for all types of audio-visual use.

The Library is open over 98 hours per week during the two regular academic sessions. Reference librarians are available to provide information and reader guidance to students and faculty. The hours are 7:30 a.m.-midnight, Monday through Thursday; 7:30 a.m.-9:00 p.m., Friday; 10:00 a.m.-6:00 p.m., Saturday; and 1:00 p.m.-midnight, Sunday.

Students are expected to learn the library's policies and operational procedures, and use the library within these necessary guidelines. Student ID's are required to borrow library materials. Suggestions concerning the library's policies and procedures are actively solicited and are always welcome.

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is responsible for and provides law enforcement, safety, and security services to the UNCW community. The department is divided into three sections: Police Operations, Prevention and Investigations, and Campus Safety.

The Police Operations section is the largest and most visible element of the Department of Public Safety. Uniformed campus police officers are on duty twenty-four hours a day every day of the year. Each police officer is a fully sworn and certified law enforcement officer who has arrest authority as authorized by N.C.G.S. 74A.

A large number of uniformed student employees are attached to the Police Operations Section. These students provide patrol, parking enforcement, crowd and traffic control, building security and walking escorts. Their efforts are concentrated in the areas where students live.

Two police officers are assigned full time to Prevention and Investigations. These officers coordinate special requests for officers, assist various groups and individuals with crime prevention programs, and perform criminal investigations.

The Campus Safety Coordinator is responsible for a wide variety of safety programs. The most prominent among these are OSHA, Radiation Protection and Hazardous Materials. All employee and student accidents should be reported as soon as possible for investigation and correction of any factors that may have contributed to the injury.

The department is responsible for emergency preparedness and management. Fires, explosions, severe weather and other emergencies will initiate a response by this department.

The Department of Public Safety encourages each UNCW community member to be aware of and responsible for his or her own safety and security.

CAMPUS PARKING

Students and employees of the University are responsible for the registration of their respective vehicles and for compliance with rules and regulations governing the operation of these vehicles on University property. In the interest of fairness and legality, these rules and regulations apply equally to the public, University employees and students. The cooperation of vehicle operators in the administration and enforcement of traffic and parking regulations will enhance the convenience, safety, and general welfare of the University community.

Vehicle Registration

Students and employees of the University who operate or park a vehicle on the University campus must register their

vehicle at the Parking Administration Office in the Student Support Center. All student vehicles must be registered annually at the beginning of the fall semester or within 48 hours after the first class of the fall/spring semesters and both summer sessions. Vehicles of students who register for classes after the beginning of the fall/spring semesters and both summer sessions must be registered within 48 hours of that date. All student decals, regardless of the date of issue, will expire at the end of the academic year.

Temporary Registration

In unusual circumstances, a student or faculty/staff member may obtain a temporary permit to operate an unregistered vehicle on the campus for a period not in excess of two weeks. If the individual has registered a vehicle on campus, the temporary permit is issued without charge. If the individual has not registered a vehicle on campus, a fee of \$2.00 per week will be charged.

Designated Parking

- A. Parking spaces for students are outlined by white lines.
- B. Parking spaces for employees are outlined by yellow lines. Employees may park between white lines when designated employee parking is not available.
- Parking spaces for visitors are outlined by yellow lines and identified by appropriate signs.
- Parking spaces for handicapped persons are outlined by yellow lines and identified by appropriate signs.
- E. Residence hall students may not park at the front of campus between 7 a.m. and 3 p.m., Monday through Friday.

Appeals Procedure

Students and employees may appeal traffic or parking citations to the Parking and Traffic Citation Board. The following steps should be taken in the appeals process:

- A. The traffic appeal form may be obtained from the Parking Administration Office within seven (7) days from the date of the citation.
- B. The appellant initiates an appeal by filing a traffic appeal form within the Parking Administration Office. A written detailed justification should be attached to the form. The Review Board will consider an appeal based on the written material submitted. However, appellants may request permission from the Board to present appeals in person.
- C. Appellants will be notified by letter of the Review Board's decision. Those appeals that are denied must be paid at the University Cashier's Office within seven (7) days.

OFF-LIMITS PROPERTY

The eastern section of the University's property, which is undeveloped, should not be used for any purpose by students. Comprising approximately 60 percent of the total campus, the area is posted with "No Trespassing" signs, which should be observed.

THE STUDENT HEALTH AND WELLNESS CENTER

The UNCW Student Health and Wellness Center (SHWC) is located in the north entrance of the Student Support Center and is open daily Monday - Friday from 8:30 a.m.-5:00 p.m. Telephone number is 395-3280 (EMERGENCY-day-395-3061). A Wilmington Health Associates (WHA) physician is on call for urgent or emergency medical care after 5 p.m. Monday-Friday, and on weekends (telephone 341-3300).

The SHWC professional staff includes two physician assistants, one nurse practitioner, two nurses, a medical assis-

tant, and the coordinator of health promotion.

Eligibility for Service

The health fee is included in the student fee and entitles all students taking six or more credit hours (living on or off campus) to health care services. Students taking less than six hours or who choose to remain in Wilmington during the summer months and are registered for fall classes may elect to purchase the SHWC service. (Please contact the SHWC office.)

Each newly admitted UNCW student is required to have the following complete and up-to-date forms on file in the SHWC prior to enrollment.

- 1. Report of Medical History and Physical Examination.
- 2. Immunization Record required by the N.C. Immunization Law (G.S. 130A-152.)

Scope of Services

In addition to the treatment of general medical problems. the scope of services include laboratory testing to diagnose a variety of medical problems, allergy injections, gynecologic examinations and counseling, weight control and nutrition counseling, smoking cessation, crisis intervention and referral as indicated. The Office of Health Promotion sponsors the Wellness Resource Center (videos, pamphlets, books) and numerous opportunities for healthier lifestyles through its LivWELL series which includes an annual health promotion event and regularly scheduled wellness seminars.

Students who require further evaluation are referred to a WHA physician. Physician services and diagnostic tests

(other than specialty testing) performed in the WHA office are covered by the student health fee. Specialty diagnostic testing or testing for chronic illnesses is NOT covered by the student health fee. Referrals to specialists (dermatologists. gynecologists, orthopedists, and general surgeons) other than WHA physicians are NOT covered by the health fee. Therefore, it is very important that you avail yourself of the Student Group Health Insurance) at a reasonable cost. Forms are available in the SHWC and in the Office of the Dean of Students.

Emergency Procedures

Notify SHS at 395-3533 for assistance or questions. After hours and on weekends call WHA at 341-3300.

Students involved in serious accidents, or who appear to be seriously ill and/or require immediate hospital emergency care, should be taken to the emergency room as quickly as possible in a private car or by rescue squad. Campus security personnel can also be of great assistance to you in these emergency situations. In all cases, the physician on call from Wilmington Health Associates office should be notified. This physician is available 24 hours a day. He will personally provide emergency treatment for serious medical problems or, in cases when the nature of the illness or injury or other circumstances warrants it, will assist in obtaining care from a qualified physician.

Medical Excuses

The SHS does not issue routine medical excuses. An instructor with your permission may verify that a "health problem" did exist and get an estimate of the extent of your disability. Specific details will not be released without your written consent. A health service professional may recommend a reduction of your course load or medical withdrawal from the University.

Confidentiality

All patient/health care provider interactions are confidential. All charts and records are CONFIDENTIAL and parents. relatives, or friends DO NOT have access to any information about you.

ACADEMICS

CHANGE OF NAME AND/OR ADDRESS

It is the responsibility of each student to give written notice to the Registrar's Office of any change in permanent address and/or name.

PREREGISTRATION

Preregistration for currently enrolled students is held each semester. Students who complete preregistration and pay fees by the designated date are registered. If declared

academically ineligible at the end of the preceding semester, the preregistration is cancelled.

To preregister, you must:

- 1. Obtain appointment with your advisor to obtain your Permit to Register and to plan your class schedule.
- 2. Have your advisor sign your Permit to Register when your class schedule is completed.
- 3. Take your signed Permit to Register to the assigned Data Entry Station on or after the date indicated on

your Permit.* You will be registered for all your classes. A copy of your class schedule will be available in your mailbox in the University Union the day after you preregister.

*You cannot preregister before the initial date on your Permit. If you attempt to preregister before this date, your preregistration will be cancelled.

Payment of Fees for Preregistration

If you have preregistered and you or your parents do not receive a bill, contact the Registrar's Office immediately. It is your responsibility to make sure that your payment is received by the cashier before the deadline published in the Schedule of Classes.

All scholarships, loans, credit balances, etc., must be verified through the Financial Aid Office and validated by the Cashier's Office. Failure to give proper notification to these offices prior to the payment date, or failure to pay fees for whatever reason, will result in the cancellation of your preregistration.

REGISTRATION

Registration is limited to the time period specified in the University calendar of events. Classes may not be added after the last day of registration. Students may take up to 18 hours without restriction. Students who have a cumulative quality point average of 3.5 may be allowed, with special permission of the appropriate dean, to carry a maximum of 21 semester hours.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to graduate in 8 semesters, a student must average 15 to 16 hours per semester. The required number of hours passed for each classification is as follows:

Less than 27 semester hours credit - Freshman From 27-58 semester hours credit - Sophomore From 59-88 semester hours credit - Junior More than 88 semester hours credit - Senior

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

GRADES AND REPORTS

The University of North Carolina at Wilmington uses the quality point system and semester hour credit for calculating

student achievement. Grade symbols used are A-Excellent, B-Good, C-Average, D-Passing, F-Failure, I-Incomplete, W-withdrawal.

Quality points are assigned as follows: 4-A, 3-B, 2-C, 1-D. No quality points are given for a grade of I, F, or W. The quality point ratio is determined by dividing the accumulated number of quality points earned by the accumulated number of semester hours attempted. Hours attempted for which a grade of I, F or W has been assigned must be included in this calculation.

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student. All incomplete grades must be removed according to a deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the incomplete was given; otherwise, the I becomes an F.

Grade reports are mailed to the student's permanent address at the end of each semester.

WITHDRAWAL POLICY FOR UNDERGRADUATE STUDENTS

A student is allowed to withdraw from the University or from individual courses through the first week of the semester without having a grade entered on the academic record. Inclusive of the second through the sixth week of the semester, any student who withdraws from the University or from individual courses will receive a grade of W. A grade of W will not affect the student's grade point average. Beginning with the seventh week of the semester, a grade of F will be assigned for each course withdrawal.

To withdraw from an individual class or classes, the student must submit a Schedule Revision Form(s) to the Registrar's Office prior to the last day for withdrawal as indicated in the University Calendar of Events. To withdraw from all classes, the student must process an official Withdrawal Form through the Office of the Dean of Students. If the student is unable to appear in person to withdraw, written notice must be sent to the Office of the Dean of Students.

Should extenuating circumstances warrant, the grade of F assigned for course withdrawal may be changed to a W. This determination will be made by the dean of the school or college in which the student is enrolled. It is the student's responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred.

GRADE APPEAL PROCEDURE

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of the next regular semester.

The student shall present the appeal in writing to the chairman of the department within which the protested grade was awarded. By conferring with the student and the

instructor, the chairman will seek resolution by mutual agreement.

Failing such resolution, the department chairman will transmit the written appeal to the appropriate dean, who will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the convening dean and five faculty members appointed by the dean. If the committee affirms the instructor's decision, the dean will notify in writing the faculty member, the student, and the department chairman as appropriate. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluation.

results in a grade change, the established Course Grade

Change procedure will be followed. The grade resulting

from the re-evaluation is final and may not be further appealed.

DEAN'S LIST

Grade point average of 3.5 or better with no grade less than B is required for students taking 12-14 hours. Grade point average of 3.2 or better with no grade less than B is required for students taking 15 or more hours.

ADVANCED PLACEMENT

The University of North Carolina at Wilmington participates in the advanced placement programs of the College Entrance Examination Board. A brochure listing the examination's required minimum scores, course equivalents, and credits awarded is available through the Registrar's Office or the Admissions Office. A freshman who scores a 3 or above on the Advanced Placement test will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Individual departments have determined the specific courses for which credit will be given

CHANGE OF MAJOR

To request a change of major, a student assigned to the General College or to a department in the College of Arts and Sciences should go to the General College Advising Center, located on the second floor of Randall Library. A student assigned to the School of Business, School of Education, or School of Nursing should go to the office of the dean of that school to request a change.

RETENTION CHART

Scholarship is both encouraged and required at The University of North Carolina at Wilmington. In order to remain at the University, all students must meet the quality point requirements as outlined below:

	Required Quality Point
Total Hours	Average for Eligibility
Attempted	To Continue in the University
6-26	1.2
	1.5

59-88	1.8
89 or more	2.0

Transfer students are placed in the above retention chart based on total hours transferred from all institutions attended. A transfer student's quality point average is computed only on work attempted through The University of North Carolina at Wilmington.

GRADUATION REQUIREMENTS

Application for graduation must be filed in the Registrar's Office on or before the dates specified in the University calendar.

Students may qualify for the bachelor's degree by completing successfully (1) the basic studies requirements, (2) an approved course of study in an area of concentration, (3) a total of 124 semester hours of credit, and (4) a minimum quality point average of 2.0. The final 15 hours of credit required for the concentration must be completed at The University of North Carolina at Wilmington.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing the final 30 hours of course credit are completed at UNCW. Upon completion of all requirements, the student will receive either the Bachelor of Arts or the Bachelor of Science degree.

All graduates are invited to participate in commencement exercises which are held after the spring semester.

Caps and gowns are required for commencement exercises and may be picked up at the bookstore approximately one month before commencement. Also, announcements may be purchased at the bookstore.

Students must pay all University fees and fines prior to receiving their diplomas.

DEGREES WITH DISTINCTION

Three degrees with distinction are granted to graduating students based on all work attempted in meeting requirements for the degree as follows:

Cum Laude for an overall average of 3.50
Magna Cum Laude for an overall average of 3.70
Summa Cum Laude for an overall average of 3.90

Degrees with distinction are granted to transfer students under the following conditions:

- The student must have the required overall average on all work attempted (including any transfer hours attempted).
- The student must have the required average on work completed at The University of North Carolina at Wilmington.

Students who complete the Senior Honors Program satisfactorily will be graduated "With Honors in" the discipline in which the special work is undertaken.

RESIDENCY STATUS FOR TUITION PAYMENT

Residency status for tuition purposes is defined in the North Carolina General Statutes as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or quardian are not bona fide domiciliaries of the state, this fact shall be prima facie evidence of non-domiciliary status of the individual. (G.S. 116-143.1)

The initial classification of students as in-state or out-of-state residence for tuition purposes is made by the Admissions Office (undergraduate) and Graduate Office (graduate students). Appeals for in-state status may be made to the campus appeals body, Out-of-State Tuition Appeals Committee. University regulations governing residential classification of students are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of this manual. Students who are interested in referring to this manual can do so by going to the undergraduate Admissions Office, Office of the Dean of Students, the Registrar's Office or Randall Library.

Applications for Residence and Tuition Status can be obtained from the undergraduate and graduate Admissions Office, or the Registrar's Office. After completing the application, the student must turn it in to the Registrar's Office.

ACADEMIC REGULATIONS—GRADUATE STUDENTS

Graduate students should refer to the graduate studies section of the University catalog for policies and procedures.

STUDENT GRIEVANCE PROCEDURE

Any student who believes that he or she has a legitimate greivance against another student or University employee may seek resolution of that grievance through the student grievance procedure. This procedure shall be applied to individual grievances other than (1) a grade appeal which is covered by the Grade Appeals Procedure, or (2) matters within the jurisdiction of the University Judicial System.

Complaints involving a grade or other academic matter must be filed before the last day of the next succeeding regular semester. A complaint that is not academic related must be filed within thirty (30) days of the date the alleged incident occurred or from the date of the consequences of the alleged incident.

Procedure

Any student wishing to file a grievance should first discuss his or her complaint with the Dean of Students or the Federal Compliance Officer. The Dean of Students or Federal Compliance Officer will advise the student of the steps in the grievance process and, depending on the nature of the grievance, direct the student to the appropriate reviewing officer. Complaints against faculty members and EPA employees shall be referred to the appropriate Academic Dean, Director, or other University official who has most direct administrative jurisdiction over the person whose conduct is complained of, and complaints against SPA employees shall be referred to the Director of Personnel. Complaints may be made orally or in writing to the appropriate reviewing officer. Before either an administrative or grievance inquiry is begun, that officer must record the complaint in written statement identifying the grievant, the conduct complained of, and the employee alleged to have engaged in it. A copy of this record shall be provided in every case to the Federal Compliance Officer.

When a complainant seeks personal redress for an alleged wrong, then he or she must be willing to be identified to the person charged. If the complainant is willing to be identified, the reviewing officer will notify the person charged in writing, stating the complaint and indicating that an informal inquiry will be conducted. If the complainant is not willing to be identified or ceases to seek personal redress, he or she should be advised that the institution, if it determines that such action is necessary, may pursue an inquiry on the institution's behalf and in its name rather than that of the individual. Administrative procedures are initiated by the institution to assure appropriate conduct by its employees, e.g. when the institution seeks to prevent likely recurrence of apparent improper conduct, even though no individual complainant wishes to pursue a personal grievance.

If the grievance cannot be resolved at an informal level, then the student may file a formal complaint with the Vice Chancellor who has administrative jurisdiction over the person named in the complaint. The Vice Chancellor will convene the student grievance panel. The chairperson of the Student Affairs Committee, after consultation with the appropriate Vice Chancellor and in consultation with the Student Affairs Committee, will appoint no less than five persons representing faculty, students, and staff when appropriate, to hear the grievance. Upon hearing the grievance, the student grievance panel shall make its recommendation to the Vice Chancellor who will render the decision. If the Vice Chancellor's resolution is not satisfactory to the complainant, he or she may appeal the Vice Chancellor's decision to the Chancellor who will render the final decision.

STUDENT LIFE

STUDENT GOVERNMENT ASSOCIATION

The UNCW Student Government Association prides itself on its accomplishments as the student body's representative to the University administration and the community. Student Government receives a student fee to direct various projects and provides the basic financial support for some organizations, and governmental bodies.

Student Government is modeled after state and federal governments with democracy as the focal point. Executive officers are elected by the student body each spring, and legislative representatives are elected from each class and at large, in the fall and spring. There is also a full judicial branch of SGA, whose members are elected and appointed by the students.

Students wanting to serve on advisory committees and boards or to voice their concerns are encouraged to come by the Student Government Office, Room 200 University Union, or to attend Monday night Senate meetings. All students are encouraged to participate.

University Program Board

The University Program Board is seven committees composed of highly energetic, creative students dedicated to the task of bringing quality activities to UNCW. The board is designed to streamline the method of programming and coordinate student efforts to offer a broad range of cultural, entertaining and social events.

UPB programming includes films, lectures, concerts, dances, coffeehouses, live performances, fine art programs and many special events.

Events that the UPB has sponsored in the past include the Halloween Dance, Willie Nelson, Blacktoot, political activist Abbie Hoffman, student talent night, comedian Steven Wright and Spring Week—a week of fun-filled events highlighted by the Sea-Side Jam outdoor concert.

The UPB experience includes planning, producing and evaluating each event. In addition students acquire skills in contract negotiation, time and budget management, delegation and much more. The University Program Board has seven committees: Concert, Special Events, Minority Arts, Half Moon Productions (coffeehouse), Performing Arts and Lectures, Film and Video, and Residence Life. For more information about the University Program Board, call 395-3842 or come to the weekly meetings on Thursdays at 5:30 p.m. in room 201 of the University Union. The UPB office is located in the University Union Room 202C. Feel free to stop by and see us.

STUDENT ORGANIZATIONS

A variety of social, academic, and service organizations enhance student life at The University of North Carolina at Wilmington. National sororities and fraternities on campus recognize students for their leadership and service. Several

departments in the University have locally and nationally organized groups to stimulate interest in specific areas and to develop professional attitudes. A representative listing

Student Governmental Bodies

Atlantis
Fledgling
Interfraternity Council
Panhellenic Council
Seahawk
Student Government Association
University Program Board
WLOZ Campus Radio Organization

Professional Fraternities

Alpha Kappa Delta (honorary) Phi Beta Lambda Phi Epsilon Kappa (honorary) Phi Eta Sigma (honorary) Pi Mu Epsilon Pi Sigma Alpha (honorary) Sigma Pi Sigma (honorary)

Registered Student Organizations

American Marketing Association
BACCHUS
Baptist Student Union
Black Student Union (BSU)
Campus Crusade for Christ
College Democrats of UNC Wilmington
College Republicans
Earth Sciences
Economics Club
English club
Fellowship of Christian Athletes
Financial Management Association
Gospel Choir
The Hawke

Intervarsity Christian Fellowship Junta Sociologia

Marine Biology Graduate Club Masters of Business Administration Association

Math and Computer Science Club Museum of World Cultures Club

National Association for Advancement of Colored People (NAACP)

National Student Nurses' Association North Carolina Association of Educators North Carolina Student Legislature (NCSL)

Political Science Club

Recreation Majors Association Seahawk Chess Club

Self-Defense Club
UNCW Biology Club

UNCW Catholic Campus Ministry

UNCW Crew Team UNCW Dance Team

UNCW Geography Club

UNCW Health Sciences Club
UNCW Historical Society
UNCW Nurses Christian Fellowship
UNCW Racquetball Club
UNCW Rugby Football club
UNCW "Seahawk" Club Football Team
UNCW Society for Science Fiction and Fantasy
UNCW Student Council for Exceptional Children
The Way Bible Fellowship
Women's Soccer Club

Service Fraternity Alpha Phi Omega

Social Fraternities

Alpha Phi Alpha Chi Phi Delta Sigma Phi Delta Tau Delta Kappa Alpha Psi Kappa Sigma Omega Psi Phi Pi Kappa Phi Psi Theta Chi Sigma Alpha Beta Sigma Alpha Epsilon

Social Sororities

Alpha Delta Pi Alpha Kappa Alpha Alpha Xi Delta Delta Sigma Theta Delta Zeta Zeta Phi Beta

UNIVERSITY THEATRE

The University Theatre is an educational theatre dedicated to the creative advancement of the dramatic arts. Three to four major plays are presented during the academic year with experimental work produced on demand.

The University Theatre provides a place for students to expand their theatrical curiosity of the educational, recreational and experimental outlets indigenous to the theatre, onstage, backstage and before the stage.

For information concerning auditions and performance, contact the Division of Drama of the Department of Creative Arts.

UNIVERSITY CHAMBER THEATRE

The University Chamber Theatre offers students an opportunity to participate in the group performance of literature. Readers experience the imaginative process of bring-literature to life, from short stories and novels to poetry and drama.

For information concerning auditions and performances, contact Carole Tallant, Division of Speech Communication, Department of Creative Arts.

INSTRUMENTAL ENSEMBLES

The University Pep Band is open to all students and plays for most home basketball games. Credit for performance in this ensemble is available. Contact the Department of Creative Arts for further information.

The UNCW Wind Ensemble is organized each semester to provide instrumental music experience for students. Membership is open to any student who has had instrumental experience, with the approval of the director, and participants may earn credit. The University Wind Ensemble presents concerts each semester.

The UNCW Jazz Ensembles program consists of a large ensemble and smaller ensembles. The large ensemble performs contemporary big band music while the smaller groups perform jazz-fusion and/or mainstream jazz. Credit for performance in these ensembles is available. The UNC-W Jazz Ensembles perform several concerts on and off campus each semester. Development of performance in the jazz idiom is stressed. These groups are open to any student who has had instrumental experience. Auditions for each group are held at the beginning of each semester. Further information may be obtained from Frank Bongiorno, Division of Music, Department of Creative Arts.

VOCAL ENSEMBLES

The UNCW Concert Choir is organized each semester to provide vocal musical experience for students who desire it. Membership is open to any student in the University with the approval of the director, and any participant may earn credit. Participation of non-music majors may be supplemented by private lessons, also for credit.

The University Concert Choir and its small ensemble, the Chamber Singers, regularly provide music for University functions, appear on radio and television, and act as ambassadors from the University at a wide spectrum of community functions. In 1982, the Chamber Singers performed at the World's Fair.

WILMINGTON SYMPHONY ORCHESTRA

The Wilmington Symphony Orchestra gives citizens as well as students the opportunity to use their musical talents in a cooperative endeavor. Five concerts are given during the school year. Rehearsals are held each Tuesday from 7:30 p.m. to 9:30 p.m. UNCW students receive one credit hour per semester. Membership is by audition. Interested students should contact Dr. Richard Deas in Kenan Hall, Room 116.

BOOST ALCOHOL CONSCIOUSNESS CONCERNING THE HEALTH OF UNIVERSITY STUDENTS (BACCHUS)

BACCHUS is a student group that promotes the responsible use and non-use of alcohol. The stated purpose of BACCHUS is to:

Encourage responsible drinking behavior within the campus community.

Work to alleviate problems of alcohol abuse and educate and inform students, faculty and administrators of alcohol use and abuse.

Facilitate alcohol-related research.

Increase student awareness of healthy alternatives to alcohol abuse.

Enhance communication within the campus community regarding alcohol-related matters.

BACCHUS does not find it necessary to condemn alcohol or drinking in order to deal with the harmful misuse of alcohol. Instead, it recognizes the important and positive role school has played in social and religious activities.

BACCHUS is students helping students understand alcohol and its use and non-use.

BACCHUS sponsors different activities at UNCW. If you would like more information about BACCHUS and are interested in joining the UNCW Chapter, contact the Student Health and Wellness Center, Office of Health Promotion.

NON-TRADITIONAL STUDENTS

The term "non-traditional" refers to students over 23 years of age who have returned to an academic setting after an absence and who have job and/or family responsibilities. Approximately one-fourth of the student body meets these criteria.

Non-traditional students are encouraged to become active in every aspect of campus life. In an effort to meet the needs of these students, the University has designated the Associate Dean of Students in Alderman 110 as the contact person.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Who's Who recognizes students whose academic standing, participation in extracurricular activities and community service are decidedly above average. A student may be nominated once as a junior, once as a senior, and once as a graduate student. Nominations may be submitted by faculty, staff, and/or students between September 11 and October 3. Applications for nominees are available in the Student Activities Office, 202 University Union.

In order to be nominated at UNCW, a student must have a 2.5 cumulative grade point average and a minimum of 59 semester hours prior to the beginning of fall semester.

PUBLICATIONS

Atlantis

Atlantis, the UNCW student literary-art magazine, is published twice a year. Atlantis is written, edited and designed by UNCW students. The magazine is sponsored by the English department and its creative writing program and funded by the SGA. Students are invited to submit poetry, short stories, and art to the Atlantis office and to apply for positions on the staff. The literary-art magazine aims to discover the creative talents of UNCW students.

Fledalina

Each year a staff of students at UNCW works to compile an accurate and meaningful account of life on campus. The publication is known as the *Fledgling* and is distributed in the spring.

The staff tries to capture in pictures and words everything that happens, trying to represent and recognize every student in some way. Any interested student is eagerly welcomed to the Fledding staff.

Seahawk

The regular weekly newspaper of the students of UNCW, the Seahawk, is a vital voice of University activities. It provides a forum for the expression of ideas, thoughts and open, honest communication. The staff is open to anyone who wishes to work as an editor, reporter, columnist, typist, artist, photographer or layout specialist. In addition to furnishing news articles, features and editorials for interest and entertainment, the Seahawk provides such services as free classified ads to those within the University community. The staff invites any interested person to visit the office located in the University Union.

Catalogues

Students are given one catalogue at the beginning of each academic year. After that, if the catalogue is lost, a copy may be purchased from the bookstore for a nominal fee.

SUBSTANCE ABUSE ADVISORY BOARD

The UNCW Substance Abuse Advisory Board, a group of student, faculty, staff and community volunteers, serves as vehicle for the university community to work cooperatively toward providing accurate information about the effects of alcohol and other drugs, encouraging deliberate and responsible decision making about alcohol use, and avoiding the unnecessary use of chemicals in one's lifestyle.

Information sessions about health risks, decision-making, safe drinking attitudes, legal responsibilities, party planning, and University regulations are available to students, clubs, organizations and residence life groups. Students who want more information about these services should contact the Office of the Dean of Students, Alderman 110 or the Student Health and Wellness Center.

INTRAMURALS

Objectives of the Intramural Program

The Intramural Office conducts a program of varied activities to provide students with the opportunity to participate in organized individual and team sports. The program does not require the intense training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition and good sportsmanship.

The intramural program will attempt to contribute to the student's overall educational experiences by providing:

- Organic vigor, strength, endurance, and emotional readiness through competition in enjoyable activities that relieve tension and encourage companionship.
- 2. An opportunity to participate individually or on a team in a wholesome program.
- An opportunity to participate in activities which will carry over into later life.
- An opportunity for the development of sportsmanship and a respect for the will of others.

How to Enter Intramural Activity

Steps to Follow to Organize a Team

- Check IM bulletin boards for: (a) yearly calendar; (b) biweekly calendar; (c) entry deadlines; (d) starting dates. Check activity information sheets which precede each activity for exact dates. Check the moving message board in the cafeteria.
 - 2. For all activities, get entry blanks from the IM office.
 - 3. Check on the eligibility of your team personnel.
- List the names of your team members on the entry form. List a phone number for the manager.
- 5. Return the completed entry form personally to the IM office on or before the designated entry deadline. Entry forms will not be accepted through the mail.
- If you do not wish to organize a team, but wish to play on one, contact the IM office.

Mandatory Team Captain's Meeting (most activities have required meetings)

- Season schedules, rules, and other necessary information are distributed.
- Teams not represented at the team captain's meeting will not be eligible for competition. The representative must be the team captain or a member of the team and his or her name must appear on the roster.
- 3. Dates for meetings will be distributed on activity information sheets and bulletin boards.

Policy

When an individual participates on an intercollegiate team (varsity or junior varsity) through the first team cut, he or she forfeits the right to intramural participation in that sport, and closely related sports (i.e. basketball, free throws, one-on-one, three-on-three) for the remainder of the current academic year and the following academic year. Following the "lay out" year the individual may re-enter the "intramural ranks" with no restrictions.

The student is responsible for medical expenses incurred as a result of any injury during an intramural activity.

Sportsmanship

A part of the philosophy of the intramural program is that good sportsmanship is vital to the conduct of every contest.

To encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions to warn, penalize, or eject players or teams for poor sportsmanship. These decisions are final. The University Intramural Advisory Committee will rule on further penalties for unsportsmanlike conduct. The following are considered to be evidence of unsportsmanlike conduct:

Profanity.

Unnecessary delay of game.

Striking or shoving an opponent (automatic ejection from the game).

Arguing with officials concerning decisions (discussion is allowed as long as it is done in a mature manner by the team captain only).

Derogatory and abusive remarks toward an opponent, official, or spectator.

Any action which is intended to physically injure an opponent. Any action which shows disregard for the rules or policies of the intramural program.

Divisions of Intramural Competition

All activities provided by the IM Department can have three divisions: men's, women's, and co-rec. The number of divisions is determined by the number of entries.

AWARDS

Certificates are awarded to league champions and overall champions in each sport.

VARSITY CHEERLEADERS

Cheerleader tryouts for students are held in the fall and spring of each year. If you are interested, contact the Athletic Office located in Trask Coliseum.

Mascot tryouts will also be held in the Spring of each year.

ATHLETICS

The University holds membership in the National Collegiate Athletic Association and is a member of the Colonial Athletic Association. There are eight intercollegiate teams fielded for men and seven for women as shown below.

Men's varsity sports include soccer, basketball, tennis, golf, baseball, swimming, cross-country, and water polo.

Women's varsity sports include volleyball, basketball, tennis, golf, softball, swimming and cross-country.

A tryout period for each varsity sport is held for students interested in participating.

Tennis Courts

The tennis courts, located beside Hanover Hall Gymnasium and behind Galloway Hall, are available for all students, faculty and staff. A valid ID is required. Courts are generally open from 3 to 9 p.m. or at any time there are not physical education classes scheduled.

Exercise and Training Facilities

The weight training and exercise facilities of Trask Coliseum are available throughout the day to members of the University community. Consult the management of Trask for rules and regulations governing use of these facilities.

Swimming and Diving

The pool facilities of Trask Coliseum are available to students, faculty and staff at various hours of the day. Free swim hours are posted, and a diving tank is also available. Check pool regulations before using the facilities to assure you have the proper gear and attire.

Check bulletin boards in pool area for updates and time changes in free swim hours.

Handball and Racquetball

The handball and racquetball courts are available for student use during non-class hours. Courts must be reserved prior to use on the same day you wish to play. Equipment is provided for your use when you present a valid ID to the attendant.

Basketball and Volleyball Courts

In the afternoon and evening during non-class hours, students can use the basketball and volleyball courts in Hanover Hall Gymnasium. Time for court use fluctuates depending on intramural sports schedules.

RESIDENCE LIFE

OFFICE OF RESIDENCE LIFE

The Office of Residence Life strives to provide students with diverse and meaningful learning experiences outside of the classroom. On-campus student life is enhanced by providing a variety of opportunities for educational development, social interaction and athletic competition. The residence life program facilitates the growth of each resident through positive experiences in community living, self-discipline, and decision-making.

ASSISTANT DEAN OF STUDENTS RESIDENCE LIFE

The assistant dean has primary responsibility for supervising and coordinating all aspects of student life in the University residence life program. These responsibilities include training and supervising staff, coordinating residence education programming, and monitoring student behavior in the residence halls and apartments.

AREA COORDINATORS FOR RESIDENCE LIFE

The two area coordinators are full-time, live-in professionals who report to the Assistant Dean of Residence Life. These individuals are assigned to specific residence life areas and are responsible for supervising undergraduate staff and implementing the residence life program. The area

coordinators work actively with staff and students to promote a positive community environment.

RESIDENT DIRECTORS

The resident director is an upperclassman assigned to a specific residence hall and supervised by the area coordinator. The resident director is responsible for general operation of his or her hall, including supervision of resident assistants, enforcement of University policies, and implementation of educational, social, and recreational programs.

RESIDENT ASSISTANTS

A resident assistant is assigned to each floor in the residence hall and in certain apartment buildings. His or her responsibilities include counseling, advising, programming, and enforcing University policy. Resident assistants have a working knowledge of the University, enabling them to mediate, assist, advise, and be a liaison between students and other members of the campus community. Resident assistants coordinate monthly health inspections, initiate maintenance reports, and monitor their respective areas.

Note: For more detailed information please refer to Section VII - University Owned Residences (page 36) and the Housing and Residence Life Booklet which is available from the Residence Life Office, Housing Office, and the Office of the Dean of Students.

SERVICE DIRECTORY

Academic Advising	
	General College Advising Center in Randall Library
Address Change	Registrar's Office, Hinton James Hall
Address Information	
Advisor Assignments	Academic Department Secretary
Alumni Information	Alumni Affairs Office, 209 University Union
	Registrar's Office, Hinton James Hall
Bicycle Registration	Department of Public Safety
Calendar of Events	Information Center, 101 University Union
Campus Minister	Vice Chancellor for Student Affairs, 101 Alderman
Career Counseling	Student Development Center (Student Support Center)
•	or Career Planning and Placement,
	(University Union)
Cashing Checks (\$20 limit)	Bookstore
Catalogues	
Certification of Student Status	
Clubs and Organizations	Student Activities Office, 202 University Union
Cooperative Education	
Counseling	Student Development Center, Student Support Center
Course Changes	Advisor
Crime Prevention	Department of Public Safety
Dropping a Course	(1) Instructor, (2) Advisor, and (3) Card turned in to
,, ,	Registrar's Office, Hinton James Hall
Fraternity and Sorority Information	Student Activities Office, 202 University Union
Graduate Office	118 Alderman Hall
	Registrar's Office, Hinton James Hall
GRE Information (Graduate Record Exam)	Student Development Center, Student Support Center
Handicap Services	Student Development Center, Student Support Center
Health Insurance Information	Student Health and Wellness Center, Student Support Center;
	Office of the Vice Chancellor for Student Affairs,
	101 Alderman Hall, or Dean of Students Office, 110 Alderman Hall
Honors Program Applications	Registrar's Office, Hinton James Hall
Housing Information (On Campus)	Housing Office, Belk Residence Hall
Housing (Off Campus)	Housing Office, Belk Hall
Information Center	101 University Union
I.D. Cards	Student Support Center
International Student Advisor	Dean of Students Office, 110 Alderman Hall
	Career Planning and Placement, 106 University Union
	Financial Aid Office, Hinton James Hall
Lost and Found	Information Center, 101 University Union
Major Change	
	General College Advising Center, Randall Library
	Hinton James Hall
Cameron School of Business Administration	108 Alderman Hall
	102 King Hall
School of Nursing	119 Hoggard Hall
	Cafeteria
Meal Plan Information	Housing Office, Belk Residence Hall
	Registrar's Office, Hinton James Hall
Newspaper (Seahawk)	Seahawk Office, 205 University Union
Operation ID	Department of Public Safety
Out-of-State Appeals Applications	Admissions Office, Hinton James Hall; or
	Registrar's Office, Hinton James Hall
Part-time & Summer Work	
	106 University Union
	Student Health Center, Student Support Center
Postal Services	

CODE OF STUDENT LIFE

Preface

The Code of Student Life outlines the rights and responsibilities and expected levels of conduct of students in the University community. The purpose of the rules outlined is to prevent abuse of the rights of others and to maintain an atmosphere in the University community appropriate for an institution of higher education. Materials included will help student organizations and members of the University desiring to use University facilities gain a better understanding of responsibilities of various boards and committees and understand student rights and responsibilities. Sections in the code cover academic concerns (grievances and standards) and student conduct and appeals.

The Code of Student Life will be published periodically. Interpretations of sections within the Code may be requested by contacting the Vice Chancellor for Student Affairs.

Rules included in the Code are subject to amendment or revision. Any member of the University community may submit amendments or revisions to the Vice Chancellor for Student Affairs for consideration. The Vice Chancellor for Student Affairs will ask the Student Affairs Committee, a standing advisory committee of the Faculty Senate, to make recommendations. The Vice Chancellor for Student Affairs will then make his/her recommendations to the Chancellor for final consideration.

Students at The University of North Carolina at Wilmington are subject to, and enjoy the protections of, the Constitutions and laws of the United States and of North Carolina,

as well as the *Code* of the Board of Governors of The University of North Carolina and relevant policies of the Board of Governors and of the Board of Trustees of the University of North Carolina at Wilmington. This "Code of Student Life" is interpreted by reference to these sources of law. The following sections of the University *Code* should be noted especially:

Section 600. Freedom and Responsibility in the University Community.

- (1) The University of North Carolina is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.
- (2) The University and each constituent institution shall protect faculty and students in their responsible exercise of the freedom to teach, to learn and otherwise to seek and speak the truth.
- (3) Faculty and students of The University of North Carolina shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

Section 608. Students' Rights and Responsibilities.

(1) ... No constituent institution shall abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance.

(2) All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

(3) In applying regulations in the area of student discipline, each constituent institution shall adhere to the requirements of due process as set forth in Section 502 D(3) of this Code.

Section 502 D (3). Relation of the Chancellor to the Constituent Institutions.

Subject to any policies or regulations of the Board of Governors or of the Board of Trustees, it shall be the duty of the Chancellor to exercise full authority in the regulation of student affairs and in matters of student discipline in the institution. In the discharge of this duty, delegation of such authority may be made by the Chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the Chancellor be deemed necessary and expedient. In the discharge of his duty with respect to matters of student discipline, it shall be the duty of the Chancellor to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him and the right to such advice and assistance in his own defense as may be allowable under the regulations of the institution as approved by the Chancellor. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President to review the proceedings.

The UNCW Faculty and Student Senates have endorsed the "Joint Statement of Rights and Freedoms of Students" (Appendix A), which is applicable to UNCW to the extent consistent with the various sources of law identified above.

"Students have the right to enjoy a university environment free of unlawful discrimination, including sexual harassment. In all institutional relationships, the University expects its employees and students to show discretion and civility and to treat each other with equality and dignity. Discriminatory behavior, including sexual harassment of students by any University employee—faculty or staff—is a violation of both state and federal law and University policy (See Appendix K)."

Section I—Student Organizations

I-1 Introduction

Students bring to the University a variety of interests previously acquired and develop many new interests as

members of the academic community. Students at UNCW are free to organize and join associations to promote their common interests. Student organizations wishing to be registered with UNCW must form and operate in compliance with University policies. This section outlines University policies pertaining to the formation and operation of student organizations including actions which may be taken by the University for noncompliance with these policies.

I-2 Student Organizations Committee

A. Student Organizations Committee (SOC), a standing advisory committee of the Chancellor, has review and recommending responsibility to the Chancellor for all student organizations, including registration of UNCW student organizations. Student governmental bodies do not fall within the definition of a student organization. The Committee has eleven members: five students appointed by Student Senate for one-year renewable terms, five faculty appointed by the Chancellor for three-year terms, and the Assistant Director for Student Activities (ex officio, non voting). The Dean of Students serves as an adviser without vote.

B. Responsibilities of the committee include:

- Formulating policy with the approval of the Chancellor for registration of UNCW student organizations and review, approve, and revoke registration of student organizations.
- 2. Serving as an appellate body for hearing disputes within and between registered student organizations with authority to lessen but not increase sanctions imposed or recommended by other bodies. SOC may refer a case to the original hearing body for a rehearing.
- Considering appeals that pertain to registration procedures.

I-3 Applying for Registration as a Student Organization

- A. Students planning to develop a student organization must register their intent in writing with the Student Activities office in the University Union. Groups which have filed this intent to organize document shall be granted use of University facilities for organizational meetings. If a proposed constitution is not submitted to the Student Activities office within one month of filing the intent to register document, permission for use of University facilities and services may be terminated (see Section IV).
- B. The Student Activities Adviser's Office will provide a current copy of SOC guidelines outlining registration procedures for student organizations. These guidelines detail criteria for student membership.
- C. When a group is ready to apply officially to SOC for registration, it must submit three copies of its constitution to the secretary of the Committee in the Office of three Student Activities. The Committee will meet with the student organization and review its constitution. If the constitution is approved, the organization is an officially registered UNCW student organization.

A. A registered organization is entitled:

- 1. To be listed as a registered student organization. Only student organizations registered by SOC may use the name of the University or an abbreviation of it as a part of their name. Student organization sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed by UNCW.
- To sponsor or present a public event on University property. Organizations undertaking this activity should consult with the Student Activities office for a statement of policy.
- 3. To raise funds or make other permissible solicitations on University property in accordance with University policy (see section IV-4).
- 4. To reserve the use of University facilities (see sections IV and VI-3).
- 5. To be eligible for possible funding by the UNCW Student Government Association according to Student Government guidelines.
- B. Policies and actions of a student organization will be determined by those persons who hold bona fide membership in the organization.
- C. Student organizations, including those affiliated with an extramural organization, shall be limited to members of the University community without respect to race, sex, creed, disability or national origin except for fraternities and sororities which may limit participation on the basis of sex (see Appendix B).
- D. The SOC strongly recommends that each student organization have an adviser. Each organization will be free to choose to have an adviser (of its choice) or not to have an adviser, and institutional registration will not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser.

I-5 Duties of Registered Organizations

A registered organization must:

A. Furnish to the Student Activities office at the beginning of each semester a complete list of adviser(s) and officers or other members of the organization who are authorized to speak for or represent the organization in its relations with the University and who are authorized to receive for the organization official notices, directives or information from the University. Each such list shall be kept current and accurate throughout the semester by the organization.

- B. Keep on file with the Student Activities office a current copy of its SOC approved constitution.
- C. Use a UNCW account for deposit and use of funds if any organization uses UNCW funding, collects dues and/or sponsors on-campus, fund-raising events.
- D. If it advertises or promotes events or activities, do so in a manner that does not suggest falsely that the event or activity is sponsored by the University.

- E. Plan and conduct activities furthering the purpose of the group as stated in its constitution.
- F. Schedule events with the Student Activities office in order to minimize program conflict.

I-6 Annual Review of Organizations

- A. Annually before November 1, the Student Activities office shall review the status of all organizations to determine whether they meet eligibility requirements specified previously and are conducting their affairs in accordance with SOC guidelines and policies outlined in this Code.
- B. If the Student Activities office determines that an organization is ineligible for registration, is inactive, or conducts its affairs in violation of University regulations or administrative rules, he/she shall notify the organization in writing of each deficiency and shall provide a copy of this correspondence to the chairperson of the SOC committee and the Dean of Students. If the organization fails or refuses to attempt to remedy each deficiency on or before the tenth class day after the date of the notice, the Student Activities office shall prepare a complaint based on the deficiency and forward it to the Student Organizations Committee for a determination of the student organization's registration status. SOC will follow the conduct review outlined below.

I-7 Conduct Review

A. A conduct review of any organization may be initiated by the Dean of Students or designee at the request of any registered campus organization, staff member, faculty member, or student. Grounds for conduct review include, but are not limited to, alleged violation of rules by the organization as listed in section II-1-B. Prior to disciplinary action or sanction, the Dean of Students or designee shall investigate the alleged violation. After completing a preliminary investigation, the Dean or designee may:

- Find no basis for complaint and dismiss the allegation as unfounded; or
- 2. Summon the officers of the organization for a conference and.
- Either dismiss or proceed administratively by informing the organization of the following options for resolution of the disciplinary charges.
- a. Plead not guilty to the charge(s) and have a regular hearing before the Student Organization Committee (SOC) where a determination of violation will be made. If a student organization is held responsible by the SOC, an appropriate sanction will be determined.
- b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of violation will be made. If a student organization is held responsible by this administrative hearing officer, an appropriate sanction will be determined.
- c. Plead guilty to the charge(s) and elect for the SOC to determine an appropriate sanction.
- d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or des-

ignee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.

- 4. A student organization choosing a regular hearing before the SOC has a right of appeal of the SOC decision to the Chancellor. A student organization choosing an administrative hearing before the Dean of Students or designee has a right to appeal to SOC and then to the Chancellor.
- B. The Dean of Students and the Student Organizations Committee have the following disciplinary sanctions for dealing with groups that have been found in violation of University policies.
 - 1. Oral Reprimand-An oral statement of disapproval.
- Written Reprimand—A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.
- Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires.
- 4. Suspension—Suspension involves withdrawal of student organization registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-registration. Suspension ordinarily is followed by a status of probation through the end of the following full semester, which terminates automatically when the imposed period expires.
- 5. Indefinite Suspension—Indefinite suspension involves withdrawal of student organization registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-registration. Re-registration after an indefinite suspension requires that: the organization apply to the Dean of Students at the close of the imposed period; the Dean will determine whether the organization has met the conditions imposed; and the Dean then consult with the SOC and either grant or deny the application for re-registration. A denial may be appealed to the SOC.
- C. SOC or the Dean as part of the disciplinary process may impose specific conditions and/or require the student organization to make restitution for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- D. Specific cases involving UNCW campus organizations that require immediate action shall be handled by the Vice Chancellor for Student Affairs. Action taken by the Vice Chancellor for Student Affairs may be appealed by the student organization to the SOC within five class days. Action taken by SOC may be appealed by the student organization to the Chancellor within five class days.
- E. An appeal as outlined above to each body shall be made in writing on or before the fifth class day after the decision of the appellate body. The notice shall contain the organization's name, date of decision or action, if any, and the name of the organization's representative, if any. All

parties involved shall receive notification of the appeal and subsequent actions.

Section II—Student Conduct And Appeals II-1 Student Standards of Conduct

Students share in the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. When asked to report to any university office, a student is expected to appear at the time specified or arrange another appointment. All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected. (See Sections 600(3) and 608(2) of the University Code, quoted in full in the Preface to this "Code.")

A. Financial Transactions with the University

1. The Financial Services Office (Business Office) is responsible for matters relating to student financial transactions. Students who owe debts to the University may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid. Students who write insufficient fund checks to the University for registration fees may have their registration cancelled. Checks written to the University for purposes other than obligations to the University that are returned for insufficient funds may be the basis for legal and/or disciplinary action against the student issuing the check.

2. The Student Financial Aid Office reserves the right to revise or cancel student financial aid awards because of unauthorized changes in a recipient's enrollment status, inability to demonstrate satisfactory progress in his/her course of study, or failure to comply with written policies and procedures published

by the Financial Aid Office.

B. Offenses

Notwithstanding actions taken by civil authorities, or private litigants, the Vice Chancellor for Student Affairs or his/her designee may initiate disciplinary proceedings as outlined in Section II-2 and/or section 17 against a student or group who violates or attempts to violate this "Code" or other applicable rules, including the following:

- 1. Damages, defaces or destroys University property or property belonging to the University community or a visitor to the campus.
- 2. Unlawfully takes University property or property of any other person.
- Illegally uses, possesses, and/or sells a drug or narcotic. Students are expected to abide by local ordinances, state and federal laws regarding the consumption or possession of drugs (see Appendix H).
- 4. Possesses firearms or other weapons on University property or at an event sponsored or super-

vised by the University or any recognized University organization (see Appendix C).

5. Conducts himself/herself in a manner that significantly interferes with the operations of the University (see Appendix G).

6. Conducts himself/herself in a manner that significantly endangers the health or safety of members of the University or visitors on the campus.

7. Tampers with fire equipment on the UNCW campus (North Carolina General Statute 14-286).

8. Sets a fire in or on University property (North Carolina Statute 14-60).

9. Possesses or uses any explosive device including but not limited to firecrackers, cherry bombs, bottle rockets and dynamite.

10. Possesses and uses an alcoholic beverage on campus in violation of State law and/or fails to abide by University policy on consumption and advertising of alcoholic beverages (see Appendix D and Appendix E).

11. Engages in hazing. Hazing by University groups is prohibited on or off campus. Hazing is defined in Appendix F.

12. Inflicts or threatens bodily harm upon any person while on University premises, or acts in a manner which creates a risk of bodily harm to any person who is on University property.

13. Forges, alters, destroys or misuses University documents and records. Violations include but are not limited to forgery of applications for financial aid, admission, course changes and course credit, or alterations of transcripts or student identification cards.

14. Gains unauthorized entry to any University building and possesses unauthorized keys to University buildings. The duplication of a key issued to a student by the University is prohibited.

15. Gambles for money or other items of value; this includes playing of cards or other games of chance or skill for money or other items of value.

16. Lends, sells, or otherwise transfers a student identification card; uses a student I.D. and/or meal card if not its original holder.

17. Demonstrates and/or assembles in violation of North Carolina General Statutes 17-132.1 or the consolidated University "Policies, Procedures, and Disciplinary Actions in Case of Disruption of Educational Process" (see Appendix G).

18. Misuses a University computer in violation of rules and regulations of the University Computing Center.

19. Misuses University telephones—this includes use of University phones, including dainlines, without consent of those responsible for their control.

20. Engages in disorderly conduct including but not limited to verbally abusive or inappropriate behavior (see Appendix J).

21. Fails to comply with orders or directives of University officials, University hearing bodies, Univer-

sity Police or any other law enforcement officers acting in performance of their duties.

22. Discriminates against another student by using offensive speech or behavior of a biased or prejudiced nature related to one's personal characteristics, such as race, color, national origin, sex, religion, handicap or age.

23. Sexually harasses any other student, male or female, by making repeated and unwelcome sexrelated comments, sexual overtures, or physical behavior, or by displaying offensive visual materials which interfere or are intended to interfere with another person's work or study.

24. Is in violation of the visitation policy as outlined in Section VII-3-B of this *Code*.

25. Is in violation of any North Carolina and/or Federal criminal law.

Please refer to Appendix G for a statement of University Policies, Procedures, and Disciplinary Action in Cases of Disruption of the Educational Process. This statement was adopted by the UNC Board of Trustees on October 27, 1970.

C. Identification of Students on Campus

1. In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University to an appropriate University official. A person may be asked to present some form of identification.

2. If any person refuses or fails upon request to present evidence of his/her identification and it reasonably appears that the person has no legitimate reason to be on the campus or in the facility, the person may be ejected from the campus or facility.

II-2 Initiation of Disciplinary Proceedings and Administrative Disposition

Under the direction of the Chancellor, the Vice Chancellor for Student Affairs, has primary responsibility and authority for the administration of student discipline. Further delegation of this authority may be made by the Vice Chancellor for Student Affairs to the office of the Dean of Students and to residence hall staff and/or disciplinary bodies within the residence hall living environment, such as residence hall governments or Greek Council, or to disciplinary bodies of Student Government.

A. Disciplinary Correspondence

All disciplinary correspondence will be sent to the student's campus post office box by certified mail, return receipt requested. The University reserves the right to use other reasonable means to notify students.

B. Filing Complaints

1. Any academic or administrative official, faculty or staff member or student may file a verbal or written complaint with the Office of the Dean of Students

against any student for misconduct.

2. While action on a complaint of violating a University regulation is pending, the status of the student shall not be altered except for reasons outlined in Section II-2-D.

C. Presumption of Innocence

Any student charged with an infraction under this Code shall be presumed innocent until proven guilty by a proponderence of evidence.

D. Preliminary Investigation

When the Dean of Students receives information that a student has allegedly violated University regulations or local, state, or federal law, the Dean shall investigate the alleged violation. After completing a preliminary investigation, the Dean may:

1. Find no basis for the complaint and dismiss the allegation as unfounded, or

2. Summon the student for a conference (see Section II-2-E) and then either dismiss the allegation, or

3. Proceed administratively by informing the student of the following options for resolution of the

disciplinary charges:

- a. Plead not guilty to the charge(s) and have a regular hearing before the Campus Judicial board (CJB) where a determination of the responsibility will be made. If the student is held responsible by the Campus Judicial board (CJB), an appropriate sanction will be determined.
- b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of responsibility will be made. If the student is held responsible by this administrative hearing officer, an appropriate sanction will be determined.

c. Plead guilty to the charge(s) and elect for the Campus Judicial board (CJB) to determine an ap-

propriate sanction.

- d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.
- 4. A student choosing a regular hearing before the CJB has a right of appeal of the CJB decision to the Chancellor. A student choosing an administrative hearing before the Dean of Students or designee has a right of appeal to CJB and then to the Chancellor.
- 5. If a student requests an administrative hearing before the Dean of Students or designee, at this point the student may waive all or part of the written notice requirements that follow. The student may also waive the number of days specified from the original date of

the charge letter and proceed with the hearing. All waivers shall be executed by a signed writing. If the student chooses an administrative hearing, the Dean of Students or designee shall provide him/her:

a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent

via certified mail.

 Review of all available information, documents. exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.

c. Choice between a closed hearing or one open to members of the University community.

d. Choice between an Administrative or Campus Judicial Board (CJB) hearing.

- e. Choice to elect not to appear at the hearing, the hearing shall be conducted in the student's absence.
- f. Assistance by an adviser of the student's choice. The adviser, upon request of the student, may:
- 1. Advise the student concerning the preparation and presentation of his/her case
- 2. Accompany the student to all judicial pro-
- 3. Have access to all materials relating to the
- g. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing. Unless the student waives all or part of the notice, the formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives this 5 day time limit.
- h. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.

E. Summoning a Student for a Conference

- Should a student not appear when requested by the Dean of Students or designee, the Dean of Students or designee may formally summon a student to appear for a conference in connection with an alleged violation by sending him/her a letter pursuant to Section II-2-A.
- 2. The letter shall direct the student to appear at a specified time and place not less than three class days after the receipt of the letter. The letter shall also describe briefly the alleged violation.
- 3. If an accused student fails to respond to a charge letter and the required prehearing interview, the accused student forfeits the options in Section II-2-D-5, and will be notified by certified letter, sent at least seven days before a hearing before the Dean of Students or designee or, at the option of the Dean of Students, the CJB. At this hearing a decision of guilty

or innocence will be made based on available information, with or without the accused student. If the student fails to attend the hearing, all allegations against the student shall be deemed to be denied. When appropriate, a sanction will be determined and the student will be notified in writing.

F. Appeal of Administrative Action

In the event a charged student disagrees with a finding of guilt or sanction of an administrative hearing officer, the charged student may request an appeal to the Campus Judicial Board within seventy-two (72) hours after notification of the decision. Original sanctions (except summary suspension) are normally put into effect only after the Campus Judicial Board makes a decision.

1. Procedure

a. The function of the Campus Judicial Board in hearing an appeal is that of reviewing the action of administrative hearing officer to determine if: (1) an alleged violation of the rights guaranteed the accused (see Section II-3) has occurred; (2) the sanction is too severe for the violation; or (3) new evidence has developed which has bearing on the verdict.

b. The Campus Judicial Board shall receive the petition from a student choosing to appeal the decision of an administrative hearing. Such petition shall be submitted in writing to the chair of the Campus Judicial Board through the Office of Dean of Students explaining in detail the reasons for the student's appeal and specifying the ways in which he/she belives the procedures or actions of the administrative hearing officer have violated the standards outlined in Section II-2.

c. Upon receiving a petition, the Campus Judicial Board shall obtain the record of the administrative hearing officer. Such record shall include relevant documents and a written statement by the hearing officer. Such statement in the case of administrative action shall summarize the case and the reasons supporting the disciplinary decision.

d. With this information, the Campus Judicial Board shall decide whether an appeal hearing is warranted. This decision is based on the three options for an appeal outlined in part 1-a above. It shall notify the petitioner in writing of its decision within seven (7) days after receiving the student's petition.

e. If the Campus Judicial Board determines that a hearing should be granted, that hearing shall be held within seven (7) days of such determination and notification shall be given in writing at least three (3) days prior to the date set for the hearing, specifying time and place of the hearing and informing the student of his/her rights as outlined in this Section II-3-C.

f. The Campus Judicial Board shall invite the appellant, the concerned administrative hearing

officer, and such other persons as it deems appropriate to appear before the Board to make statements and respond to questions. The student and administrative hearing officer may request the Board to invite persons to testify if there is new evidence. The Campus Judicial Board follows regular hearing procedures in appeal cases, if it elects to hear new evidence.

g. No member of the Campus Judicial Board shall be a party to any prior investigation or witness in the case nor should be placed in the position of developing or prosecuting the case.

h. After the hearing is concluded, the Campus Judicial Board shall go into Executive Session to reach a decision.

i. The Campus Judicial Board has the authority to approve, reject, or modify the decision in question. The decision of the Campus Judicial Board may be appealed to the Chancellor as outlined in Section II-3-D. Prompt notice of the decision of the Campus Judicial Board shall be given. Any appeal of this decision must be in writing and presented within seventy-two (72) hours after notification of the decision.

G. Summary Suspension

1. Summary suspension is an action requiring that a student immediately leave the campus and University property. It may be imposed upon a student by the Vice Chancellor for Student Affairs or his designee when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of himself, other members of the University community or University property.

2. Any student who is suspended on a summary basis and returns to the campus and University property during the suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Dean of Students, or to participate in the disciplinary procedures against him/her) may be granted in writing by the Dean of Students or his/her designee.

3. When a student is suspended on a summary basis, he or she is given notice containing the reasons for suspension, the duration and any conditions that apply, and a copy of this summary suspension policy. A student notified of such summary suspension may, within ten class days of the written notice of suspension, request through the Dean of Students or designee a regular hearing before the CJB to determine the innocence or guilt of the student charged and the appropriate sanction and whether the conditions of the Summary Suspension should continue. This regular hearing, where normal procedures apply, before the Campus Judicial Board shall normally be

conducted within five class days of the student's request for a hearing.

II-3 Campus Judicial Board

A. Campus Judicial Board

- 1. When a student requests a regular hearing before the Campus Judicial board or when a case is referred automatically by the Dean of Students or his designee, the Campus Judicial Board (CJB) becomes involved. CJB is a board of the Chancellor composed of eight members. The Vice Chancellor for Student Affairs serves as the adviser to CJB. The members are:
 - a. Six students recommended by Student Senate and appointed by the Chancellor.
 - b. Two faculty members recommended by the Faculty Senate Chairperson and appointed by the Chancellor.
- 2. The chairperson and vice-chairperson of the CJB shall be appointed by the Chancellor.
- Quorum—A quorum shall consist of four student members and one faculty member. During summer sessions a quorum shall consist of three students and one faculty member.

4. Selection

- a. CJB members will be appointed by May 1 each year. Members serve a one-year term.
- b. Vacancies occurring during the course of the year will be filled by the Chancellor.
- c. Members of the CJB become active members only after they have been trained by the Office of the Dean of Students.
- 5. Jurisdiction of CJB
- a. CJB is the highest disciplinary hearing body of the University
- b. CJB has appellate power to review decisions of disciplinary bodies and of the Dean of Students or designee with authority to lessen but not increase the sanction imposed or recommended by other bodies. CJB may refer a case to the original hearing body for a rehearing.
- c. CJB may have, at the request of the student, original jurisdiction in disciplinary cases.

B. Procedural Standards for CJB Cases

- 1. All matters upon which the decision may be based must be introduced into evidence at the hearing before CJB. The decision shall be based solely upon such matters and must be supported by the evidence. Any student charged with an infraction under this Code shall be presumed innocent until proven guilty by a preponderence of the evidence (See Section II-2-C).
- 2. All evidence will be admitted except that which is irrelevant or repetitious or which is obtained in violation of the search-and-entry provisions appearing in Section VII-3-F. The Campus Judicial Board will be

the sole judge of admissibility of evidence. of this code.

- 3. CJB records are maintained in the Office of the Dean of Students and are confidential and may be released only with the consent of the student involved. A written record of the proceedings and action taken will be filed with CJB.
- 4. No member of the hearing body who has a personal interest in the particular case may sit in judgment during the proceeding. In such cases in which a member cannot serve due to a conflict of interest, a temporary member may be appointed by the Chancellor to serve for the duration of the hearing.

C. Hearings before CJB

- 1. Prior to a hearing, the accused student is entitled to:
- a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent pursuant to Section II-2-A.
- b. Review all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.
- c. Choose between a closed hearing or one open to members of the University community.
- d. Choose between an administrative or Campus Judicial Board (CJB) hearing.
- e. Be assisted by an adviser of choice. The adviser upon request of the student may:
 - 1. Advise the student concerning the preparation and presentation of his/her case
 - Accompany the student to all judicial proceedings
 - 3. Have access to all materials relating to the case
- f. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing, unless the student waives all or part of the notice. The formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives the limit.
- g. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.
- Duties of CJB—In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by CJB. CJB will:
 - a. Determine that the Dean has satisfactorily performed the requirements of Section II-3-C-2.
- b. Rule on the admissibility of evidence, motions and objections to procedures; render a written decision as to the accused student's guilt or inno-

cence of the charges; set forth findings of fact, determine the penalty if any; and provide the Dean and student with the copy of a decision.

3. Duties of the Dean of Students-The Dean shall

a. Consult the CJB in setting the date, time and place for the hearing.

b. Assist CJB in summoning witnesses and pre-

paring evidence that is rquested by CJB.

- c. Notify the student by letter of the date, time and place for the hearing. The Dean shall send the letter pursuant to Section II-2-A. If the student charged is an unemancipated minor (under 18 years of age), a copy of the letter may be sent to his/her parent or guardian. The letter shall specify a hearing date not less than five class days after the date of the receipt of the letter. A student may request in writing that an earlier date be set, if feasible. The CJB, for good cause, may postpone the hearing and notify all interested persons of the new hearing date, time and place.
 - d. A letter mailed under part 3 shall:
 - 1. Direct the student charged to appear at a date, time and place specified.

2. Advise the student of his/her rights:

- a. To appear in person, hear all testimony, and present any relevant information in his/ her behalf, call witnesses, ask questions of any person present at the hearing.
- b. To elect not to appear at the hearing. The hearing then shall be conducted in the student's absence.
 - c. To a closed or open hearing.
 - d. To be assisted by an adviser of choice.
- e. To refuse to answer any questions or make a statement—however, the hearing authority then shall make its decision solely on the basis of information introduced at the hearing.
- f. To be judged guilty only upon a finding that is based on the information introduced at the hearing.
- g. To know the identity of witnesses who will testify against him/her.

 h. To question each witness who will testify against him/her for the purpose of clarification.

- i. To have all statements, information or comments given during the hearing held in strictest confidence by members of the board before, during and after deliberation. Only those faculty and staff with an educational need to know will be informed of the outcome. The chairperson will exercise control over the hearing to avoid needless consumption of time, to avoid repetition of information and to prevent the harassment or intimidation of participants.
- j. To have hearings conducted in an informal manner where technical rules of evidence will not be applied. The taking of statements of

witnesses may be done by discussion, though each witness shall be subject to cross-examination. Witnesses (except for the accused) shall be present during the hearing only during the time they are testifying. While written statements are admissible, no one shall be convicted who has not had the opportunity to confront and cross-examine the principal accuser and/or victim.

- k. To have a copy of the secretary's record of the hearing.
- I. To appeal as outlined in Section II-3-D.
- 3. Contain the name of the person appointed to act as chairperson of the CJB.
- Contain the names of witnesses who will testify against the student and a description of evidence and charges that will be offered against him/her.
 - Contain a copy of the complaint.
- Notify the defendant that the Dean may question a student testifying in the defendant's behalf or question the defendant if he/she testifies in his/her own behalf.
- 4. If a student fails, without good cause, to comply with the letter sent under this section, CJB may proceed with the hearing in the student's absence, as has been outlined previously.

5. Hearing Procedure—CJB shall proceed generally as follows during the hearing:

- a. The student states whether the hearing is to be open to the public or closed. If the hearing is to be open to the public, the student shall sign a written statement to that effect.
- b. The chairperson of CJB reads a complaint and informs the student charged of his/her rights as listed in Section II-3-C, and asks the student whether he/she pleads guilty or not guilty to the charge or charges before the Campus Judicial Board.
 - c. The Dean presents the University's case.
 - d. The student presents his/her defense.
- e. The Dean and the student defendant present rebuttal evidence and arguments.
- f. CJB deliberates and decides the issue of guilt or innocence.
 g. If CJB finds the student charged guilty, the
- g. If CJB finds the student charged guilty, the Dean and student charged may present evidence and argument on an appropriate penalty.
- h. CJB deliberates and determines an appropriate penalty
- i. CJB renders a written decision as to the accused student's guilt or innocence of charges. The decision states the penalty, if any, and procedures for appeal. The accused student and Dean of Students shall each be given a copy of the decision.
- Hearing Record—The hearing record is confidential and consists of:
 - a. A copy of the notice forwarded to the student
 - b. A written summary of the hearing together

with all documentary and other evidence offered or admitted in evidence

- c. Written motions, pleas and any other material considered by CJB
 - d. The decisions of CJB

D. Appeal of a Campus Judicial Board Decision.

In the event a charged student desagrees with a finding of guilt or sanction of the Campus Judicial Board, the charged student may request an appeal to the Chancellor within seventy-two (72) hours after notification of the decision. Original sanctions (except summary suspension) are normally put into effect only after the Chancellor makes a decision.

1. Procedure

a. The function of the Chancellor in hearing an appeal is that of reviewing the action of the Campus Judicial Board to determine if: (1) an alleged violation of the rights guaranteed the accused (see Section II-3) has occurred; (2) the sanction is too severe for the violation; or (3) new evidence has developed which has bearing on the verdict.

b. The Chancellor shall receive the petition from a student choosing to appeal the decision of the Campus Judicial Board. Such petition shall be submitted in writing to the Chancellor through the Vice Chancellor for Student Affairs explaining in detail the reasons for the student's appeal and specifying the ways in which he/she believes the procedures or actions of the Campus Judicial Board have violated the standards outlined in Section II-3.

c. Upon receiving a petition, the Chancellor shall obtain the record of the Campus Judicial Board. Such record shall include relevant documents and a written statement by the Campus Judicial Board. Such statement shall summarize the case and the reasons supporting the disciplinary decision.

d. With this information, the Chancellor shall decide whether an appeal hearing is warranted. This decision is based on the three options for an appeal outlined in part 1-a above. He/she shall notify the petitioner in writing of his/her decision within seven (7) days after receiving the student's petition.

e. If the Chancellor determines that a hearing should be granted, that hearing shall be held within seven (7) days of such determination and notification shall be given in writing at least three (3) days prior to the date set for the hearing, specifying time and place of the hearing and informing the student of his/her rights as outlined in this Section II-3-C.

f. The Chancellor shall invite the appellant, and other persons as he/she deems appropriate to appear before him/her to make statements and respond to questions. The student may request the Chancellor to invite persons to testify if there is new evidence. g. The Chancellor has the authority to approve, reject, or modify the decision in question. His/her decision may be appealed to the Board of Trustees of the University. Any appeal of his/her decision must be in writing and presented within seventy-two (72) hours after notification of the decision. Such petition shall be submitted in writing through the Vice Chancellor for Student Affairs explaining in detail the reason(s) for the student's appeal (see part 1-a above).

II-4 Authorized Disciplinary Sanctions

A. Levels of University disciplinary sanctions are:

1. Oral Reprimand—An oral statement of disapproval, with a formal notation.

 Written Reprimand—A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.

3. Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires. In the event of a further violation of this "Code" or other applicable rules while on disciplinary probation, the University will seek the penalty of suspension.

4. Suspension—Suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-enrollment.

5. Indefinite Suspension—Indefinite suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-enrollment. Re-enrollment after an indefinite suspension requires that: the student apply to the Dean of Students at the close of the imposed period; the Dean determine whether the student has met the conditions imposed; and is otherwise eligible for re-enrollment; and the Dean then consult with the CJB and either grant or deny re-enrollment. A denial may be appealed to the CJB.

B. The CJB or the Dean, as part of the disciplinary process, may impose specific conditions (e.g., requirement of student to reimburse for damage to or destruction or misappropriation of University property or property of any person, and restitution in the form of appropriate service to be performed. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. As part of the conditions established by the CJB, a student may be denied access to a residence life area or evicted from University housing.

C. As a part of the disciplinary process, a student can be fined not more than \$25 for purchase or posession of alcoholic beverages if under the age of 21. This money will be used to fund an alcohol education program. In addition, a student can be referred to the University Alcohol Education Program if the hearing body finds alcohol to be a contributing factor in the student's case.

D. Residence Life Judicial Board and Greek Council may impose an oral reprimand, written reprimand or disciplinary probation, but may not impose the disciplinary penalty action of suspension or indefinite suspension. These student conduct boards may only recommend but not impose the disciplinary penalty action of suspension. Student dismissal from the residence hall system may be imposed by the Dean of Students upon the recommendation of a Residence Life Judicial Board.

II-5 Disciplinary Records

A. A hearing record, notice of appeal and each petition for review are confidential and may not be disclosed in whole or part except as provided in Section 3-4. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record.

B. Suspension or indefinite suspension are the only disciplinary actions reflected in the official transcript of the student. At the Dean's direction, the Registrar shall place on the student's permanent academic record the words "Hold." The Registrar shall remove the notation when the penalty expires or has been terminated.

Section III—Student Records

III-1 Introduction

The Family Rights and Privacy Act of 1974, (also known as "FERPA" or the "Buckley Amendment") is a Federal law which states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The law provides that the institution maintain the confidentiality of student educational records as defined in the statute.

III-2 Educational Records

A. "Educational Records" include records directly related to a student which are maintained by UNCW. Education records do not include: records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records; employment records or alumni records. These records are not necessarily available to a student, but health records may be reviewed by physicians of the student's choosing.

B. The University of North Carolina at Wilmington accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' "education records" without the written consent of students, except to: authorized personnel within the institution; officials of other institutions in

which students seek to enroll; persons or organizations providing students financial aid; accrediting agencies carriving out their accreditation function; and authorized researchers who provide for confidentiality of the records; in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

C. Within The University of North Carolina at Wilmington community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the following offices:

- a. Admissions
- b. Financial Aid
- c. Placement
- d. Registrar
- e. Business Affairs
- f. Student Development Center
- g. Vice Chancellor Student Affairs
- h. Vice Chancellor Academic Affairs
- i. Dean of Students
- Academic personnel within the limitations of their "need to know."

III-3 Directory Information

A. At its discretion, the institution may provide to the public, without prior approval, "Directory Information" in accordance with the provisions of the Act, to include: student name, local and permanent address, telephone number, date and place of birth, major field of study, date of attendance, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

B. Students may withhold Directory Information from public disclosure by notifying the Registrar in writing in a signed and dated statement. If this statement is not received in the Office of the Registrar prior to the day of registration, it will be assumed that the above information may be discharged for the remainder of the current semester or term. A new form for non-disclosure must be completed each semester or term.

III-4 Inspection and Review of Records

A. The law provides students with the right to inspect and review (within forty-five days of request) information contained in their education records (as defined above), to challenge the contents of their education records and to have a hearing if the outcome of the challenge is unsatisfactory (see below), and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable.

B. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records. Such records are maintained at several locations on the campus. The locations are shown in Appendix I, together with the title of the official to

be contacted for access to the records. A written request may be required. Students wishing to review their education records must make written requests to the administrator shown there. If the student is uncertain as to the location of a particular record, a written request should be addressed to the University Registrar listing the item or items of interest.

- C. Students may have copies made of their records unless a financial, academic, or disciplinary "hold" has been placed on the record by an appropriate University official. Such copies will be made at the student's expense at a cost of .10 per page with the exception being a student transcript which will cost \$1.00.
- D. Students may not inspect and review the following, as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

III-5 Amendment of a Student Record

- A. If a student believes that the information contained in his/her education records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the University amend the record. Such request shall be in writing addressed to the Registrar, and shall specify the amendment sought.
- B. The Registrar or his or her designee shall, within 30 days after receiving the student's request, and after consulting with appropriate University officials, decide whether the record will be amended in accordance with the request, and inform the student. If the decision is to refuse to amend the record in accordance with the request, that Registrar shall simultaneously advise the student that he or she may request a hearing to challenge the content of the education record to ensure that the information thereon is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of the student.
- C. If the Registrar receives a request for a hearing, he/she shall request that the Chancellor appoint a panel of three University faculty or staff members to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The Chancellor shall designate the chair of the panel and shall provide the panel such assistance as he deems appropriate.
- D. The chair of the hearing panel established as in Section C above shall notify the student and the Registrar

- of the date, time and place of the hearing at least five days before the hearing.
- E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's education record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The student may be assisted by individuals of his/her choice at his/her own expense, including an adviser.
- F. The Registrar or persons appearing in his/her behalf shall be afforded a like opportunity.
- G. The panel shall make its decision solely on the basis of the evidence presented at the hearing. The decision of the panel shall be in writing and shall include a summary of the evidence and the reasons for the decision.
- H. If the opinion of the panel is that the information in the student's record is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, the Committee shall forward to the Chancellor its written recommendation. The Chancellor will forward to the student his decision in ten class days.
- I. If the panel decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the education record a statement commenting on the records and setting forth the reasons for disagreeing with the agency or institution. Such statement shall thereafter be maintained as part of the education record and thereafter disclosed to any party to whom the contested record is disclosed.
- J. If the student believes that the procedures determining the challenge were unfair or not in keeping with FERPA requirements, he/she may direct a written appeal to the Chancellor.
- K. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the University President. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201, concerning the alleged failures of University of North Carolina at Wilmington to comply with the Act.

For further information, students may consult the University Registrar, who has available copies of the statute and the Department of Education's regulations.

Section IV—Use of University Facilities

The University permits the orderly use of facilities by student organizations to further the educational process. Organizations desiring to use a University facility must comply with certain University policies and procedures so that institutional property may be protected and that the facility use is consistent with this designated intent. "Facility" is defined as meaning a physical education facility, classroom, lecture hall, housing and food service facilities, auditorium.

University Union, other building or outdoor area of campus. University activities shall be given priority in use of facilities over outside groups.

IV-1 Reserving Space

- A. Student organizations registered by the Student Organizations Committee (SOC) and other University related groups desiring to use space must obtain permission from appropriate University officials. Students desiring to form a new organization are permitted limited use of University space for organizational meeting purposes only (see Section I-3).
- B. The University Union Scheduling Coordinator is responsible for facilities information and maintaining a listing of contact officials for the reservation of University facilities. Listed below are the contact offices for reservation of University facilities.
 - Physical education/recreational facilities—Office of the Director of Athletics
 - Classrooms, lecture halls, housing and food service facilities (off-campus groups requesting use)
 —Office of the Director of Special Programs
 - 3. Randall Library Auditorium—Office of the Director of Library Services
 - 4. Kenan Auditorium—Office of the Manager of Kenan Auditorium
 - 5. University Union—Office of the Director of University Union
 - 6. Outdoor areas on campus—Office of the Dean of Students
 - 7. Residence Halls-Office of Residence Life
- C. An organization or individual student wishing to reserve one of the University facilities listed above should contact the office identified. Procedures for use of facilities identified above can be reviewed in each office responsible for facility use.
- D. Any peaceful assembly, protest, and demonstration where 50 or more people are expected to participate will be registered with the Dean of Students prior to the event. Whenever possible at least 24 hours lead time will be given.
- E. If a request for use of a facility is not approved, the applicant will be given a statement of reasons for refusal.
- F. Appeal of adverse decisions for use of University facilities may be made to the Facilities Use Committee composed of the Vice Chancellors for Academic Affairs, Business Affairs, and Student Affairs. The Facilities Use Committee, subject to approval of the Chancellor, shall have authority to revise policies and procedures regarding the use of University facilities by University groups.
- IV-2 Regulations Regarding Petitions, Handbills, Signs, Posters, Bulletin Boards, Booths, Banners and Other Promotional Activities
 - A. All posters, notices and other literature must be

- placed on bulletin boards designated for that purpose which are located throughout the campus. All bulletin boards or other means of posting materials are under the jurisdiction of the college, school, department or administrative office that maintains them. All posters or notices must be in accordance with the marketing practices described on page 43.
- B. General purpose bulletin boards outside the University buildings are provided at several locations. These bulletin boards may be used for commercial and informational purposes or for solicitation of charitable contribution. They may be used by any person or group without prior approval. Such bulletin boards bear the title "General Purpose." No posters or publicly distributed materials shall contain obscene, vulgar or libelous material, nor should any material be distributed which contains information in violation of any federal, state or local law or seeks unauthorized solicitation.
- C. Distributors of literature must not obstruct traffic, harass, or interfere with bypassers, block entrances, disturb others with excessive noise, litter premises, or disturb or interfere with academic or institutional activities.
- D. Postings and signs must be dated on the day of posting and normally should not remain beyond 14 days.
- E. Notices should not be placed over existing posters; however, outdated material may be removed to make room for upcoming events.
- F. In this section, "sign" includes billboard, decal, notice, placard, poster, banner or any kind of hand-held sign; and posting is defined as any means used for displaying a sign. A sign may not be:
 - Attached to a shrub or plant; a tree, except by string to its trunk; a permanent sign installed for another purpose; a fence or chain or its supporting structure; a brick, concrete or masonry structure; a sanctuary, monument or similar structure; or
 - Posted on or adjacent to a fire hydrant; on or between a curb and sidewalk; in a University building, except on the bulletin board, as provided in Section IV-2-A.
 - 3. Placed on windshields of vehicles on campus.
- G. An outside booth is a table furnished by the University and temporarily installed for distributing petitions, handbills or literature, or for displaying signs, or for solicitation. A student or organization may install a booth after applying to the Dean of Students for permission on a form prescribed by the Dean.
- H. Banners may be hung in the University Union in the foyer of the main entrance, the courtyard, the center staircase foyer, and outside the Union in the trees on the west side of the building. For specific requirements contact the University Union Director or Operations Director (room 214). In addition, banners may be displayed in the Residence Life area with prior approval from the Office of Residence Life.

IV-3 Political and Religious Activity

- A. Registered University organizations may sponsor activities on University property in behalf of a specific candidate for local, state or national political office.
- B. Registered student groups and student organizations associated for religious purposes may sponsor religious activities on University property with a person or group of persons who are not students, faculty or staff members.

IV-4 Solicitation Policy

Solicitation means the sale or offer for sale of any property or service and/or receipt of or request for any gift or contribution.

- A. No solicitation shall be conducted in any building or structure on the campus of the University of North Carolina at Wilmington or on the grounds, sidewalks or streets on the campus of the University of North Carolina at Wilmington except by the agents or employees of the University acting in the official capacity of their agency or employment or by student government and/ or registered student organizations, in accordance with this section on University policy.
- B. Registered student organizations of the institution may collect membership fees or dues at meetings of such organizations scheduled in accordance with the facilitiesuse regulations outlined in this section.
- C. There may be a collection of admission fees for an exhibition of films or other programs that are sponsored by the University, a recognized faculty group or a registered student organization and are scheduled in accordance with the facilities use regulations in this section.
 - D. Solicitation must be conducted in a way
 - That will not disturb or interfere with the regular academic or institutional programs being conducted on the campus
 - That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or sidewalks, streets, or entrances to the campus buildings or common areas of campus buildings
 - 3. That will not harass, embarrass or intimidate the person or persons being solicited
- E. Charitable fund-raising campaigns conducted on campus by individuals, student organizations or nonstudent campus groups must be approved by the Dean of Students and must be in compliance with the North Carolina "Solicitation of Charitable Funds Act."
- F. Student organizations may solicit local vendors or merchants for donations only with prior approval from the Office of the Dean of Students. Students should make it known that they are only representing their respective group and are not acting in any official capacity for the University.
- G. Student organizations and affiliated groups may conduct sales of goods only with the written approval of the

Dean of Students. Approval will be granted under the following conditions:

 The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable causes

2. All sales and sales promotions must be conducted by and only by members of the affiliated group

- 3. Sales and sales promotions must be conducted in space approved by the Dean of Students: (1) University Union and surrounding grounds, (2) Lower cafeteria lobby, (3) Mall area outside the cafeteria, and (4) Brooks Field. Other areas may be designated in special circumstances as determined by the Dean of Students.
- 4. Registered student organizations are required to provide a financial statement to the Student Activities office regarding the conduct of sales within 48 hours of the completion of the event.
- Activities authorized by the University administration involving the sale of goods or services including but not limited to activities of the University bookstore personnel and representatives of education-supply firms, are exempt from this policy.
- H. Regulations for on-campus ticket sales are as follows:
 - 1. An organization shall deposit all monies received from ticket sales in a regular University account.
 - In accordance with accounting procedures, an organization shall file with the Student Activities office a final report reconciling sales of tickets and names of recipients of complimentary tickets with all unused tickets.
 - 3. All activities involving University funds or services are subject to University and state audit.
 - 4. An organization should consult with the Student Activities office regarding fund-raising events. Tickets for fund-raising events shall indicate admission price, sponsoring organization and be prenumbered, unless they reserve specific seats for specific performances.
- L Baffle Guidelines
- It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:
 - 1. A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.
 - 2. Most clubs and organizations operating under the auspices of UNCW may claim tax-exampt status.
 - 3. The organization conducting the raffle must have been in continuous existence in county of operation of the raffle for at least one year.
 - 4. The maximum cash prize for a raffle is \$1000. There is a \$25,000 limit on the value of merchandise that may be offered.
 - No alcoholic beverages may be raffled.
 - An organization may sponsor only two raffles per year.
 - 7. No person may be compensated for conducting a raffle.

8. Proceeds derived from the raffle may be expended for the prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes. No proceeds may be used for social functions for the members of the sponsoring organization.

Please contact the Dean of Students Office or New Hanover Sheriff's Department for further information.

IV-5 Appeals Procedure

- A. The student organization or group aggrieved by a decision covered by this section of the code is entitled to appeal to the office of the Vice Chancellor for Student Affairs by giving written notice on or before the 5th class day after the decision is announced. The notice shall contain the student's or organization's name and mailing address, a concise description of the complaint, the reasons for disagreeing with the decision and the date of the decision was announced.
- B. When notice of the appeal is received, the Vice Chancellor for Student Affairs shall delegate responsibility for hearing that appeal. The delegate shall provide the student organization with an opportunity for a hearing and the person or organization shall be notified at least one day before the date of the hearing.
- C. The student or the organization may petition the Student Organization Committee (SOC) in writing, through the delegate, to review a decision which has been appealed. The Vice Chancellor for Student Affairs shall request SOC to review the appeal and make recommendations.

Section V—Undergraduate Academic Honor Code

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his or her own honesty. The following definitions and procedures are provided to help everyone realize the high value that is placed on academic integrity and the means that will be employed to insure its preservation.

V-1 Academic Dishonesty Offenses

Violation of any of the following standards subject any student to disciplinary action:

A. Plagiarism. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work. It is doubly unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due. The following three examples of plagiarism are described by Harold C. Martin and Richard M. Ohmann in their book *The Logic and Rhetoric of Exposition* (1963):

- Word-for-word copying. Whenever someone else is directly quoted, honesty and courtesy require acknowledgement of the source. The quoted material should be placed in quotation marks and its exact location should be indicated, either in the text of the student's paper or in a footnote.
- 2. The mosaic. To intersperse a few words of one's own here and there while basically copying the work of another is obviously unethical, unless one clearly acknowledges that this is being done. Should there be a valid reason for doing so then quotation marks or a general footnote should be used to show what belongs to the source and what is one's own contribution.
- 3. The paraphrase. Once more the crucial point is acknowledgement. Sometimes one can paraphrase in order to simplify, abbreviate, or improve upon an original, but the reader deserves to know what is being presented to him and whose work it represents. Therefore, acknowledgement of the source is required within the text of the student's paper or by footnote.
- B. Bribery. The offering, giving, receiving, or soliciting of any consideration in order to obtain a grade or other treatment not otherwise earned by the student through her/her own academic performance.

C. Cheating.

- Any conduct during a program, course, quiz, or examination which involves the unauthorized use of written or oral information, or information obtained by any other means of communication.
- 2. The unauthorized buying, selling, trading or theft of any examination, quiz, term paper or project.
- 3. The unauthorized use of any electronic or mechanical device during any program, course, quiz, or examination or in connection with laboratory reports or other materials related to academic performance.
- The unauthorized use of laboratory reports, term reports, theses, or written materials in whole or in part.
- 5. The unauthorized assistance or collaboration on any test, assignment, or project.
- 6. The unauthorized use by a student of another student's work or the falsification of any other student work.
- 7. Participating in, or permitting, any of the above activities as defined in C, 1-6.

V-2 Jurisdiction

All full or part-time students enrolled at the University of North Carolina at Wilmington are subject to the Academic Honor Code.

V-3 Responsibility of the University Community

A. General Responsibility. It shall be the responsibility of every faculty member, student, administrator, and staff

member of the University community to uphold and maintain the academic standards and integrity of the University of North Carolina at Wilmington. Any member of the University community who has reasonable grounds to believe that an infraction of the Academic Honor Code has occurred has an obligation to report the alleged violation.

- B. Student Responsibility. Each student shall conform to the Academic Honor Code at all times. Students may report academic violations to their class instructor, Department Chair, or to the Dean of the college/school in which the course is taught.
- C. The Responsibility of the Individual Instructors. Each instructor is encouraged to make his/her classes aware of the Academic Honor Code during the first week of classes of each semester or summer session.
- D. Responsibility of the University Administration. In consultation with the Faculty Senate, the Office of the Dean of Students will see that the Academic Honor code and any amendments or changes approved by the Faculty Senate are published and promulgated annually. All new University faculty, administrative, staff personnel and students should be advised of the Academic Honor Code upon becoming a member of the University community.
- E. Responsibility of the Office of the Dean of Students. The Office of the Dean of Students shall receive and maintain comprehensive records of all matters relating to violations of the Academic Honor Code.

V-4 Reporting and Adjudication Procedures

- A. A suspected infraction of the Academic Honor Code shall be reported to the instructor of the course in which it occurred. Such a report shall be made within five class days from the time of discovery unless extenuating circumstances prevent reporting.
- B. A suspected infraction of the Academic Honor Code may be reported by:
 - 1. The student committing the infraction.
 - 2. By any member of the University community observing the alleged infraction.
- C. Upon receiving a report of an alleged violation, the instructor in charge of the course or materials in question shall inform the student of the following options and procedures. (Faculty are encouraged to consult with the Dean of Students regarding appropriate procedures and protection of student rights.)
 - 1. If the student admits the infraction, the faculty member may
 - a) Propose a settlement by private resolution. The chairman of the department in which the faculty member teaches may be consulted for assistance in reaching a settlement. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped with notification to the department chair and to the Dean of the college/school in which the faculty member teaches, and to the Dean of

Students for inclusion in the student's disciplinary records until the student graduates, or

- b) Refer the case to the Dean of Students (without assigning a grade). The Dean will proceed as outlined in Section II-2-D-3.
- 2. If the student does not admit the infraction, the faculty member may:
 - a) Decide not to pursue the accusation(s) due to lack of evidence, whereupon, he/she shall inform the reporting party of this decision within five days, or
 - b) Refer the case to the Dean of Students (without assigning a grade). The Dean will proceed as outlined in Section II-2-D.
- D. Upon notification of the instructor's decision not to pursue the allegation due to a lack of evidence, the reporting party may file a written report with the Office of the Dean of Students within five days of receipt of the instructor's decision. The Office of the Dean of Students will proceed as outlined in Section II-2-D.
- E. Section II, Student Conduct and Appeals, indicates that a student shall have a choice of an administrative (Dean of Students) or Campus Judicial Board hearing. The Dean of Students reserves the right not to hear a case and to forward it directiv to the Campus Judicial Board.
- F. If a student chooses an administrative hearing, he/she may appeal the decision made by the Dean or designee to the Campus Judicial Board (see Section II-2-F). If the student chooses a Campus Judicial Board hearing, his/her appeal of that decision would be made directly to the Chancellor of the University as outlined in Section II-3-D.
- G. If a student charged with an Academic Honor Code violation chooses a regular hearing before the Campus Judicial Board (see Section II-2-D-4) or appeals an administrative decision of the Dean of Students, two additional faculty members from a different UNCW college or school will sit on the Campus Judicial Board as voting members.

V-5 Expedited Hearing Procedure

The Chancellor at his or her sole discretion shall have the right to order an expedited review of the accused student's case. In such circumstances, the Chancellor shall sit as a hearings officer in lieu of the Campus Judicial Board or the Dean of Students and the procedure outlined in Section 11-3 shall be observed. This expedited hearings procedure shall be used only in emergency circumstances as shall be identified by the Chancellor at his or her sole discretion. The decision of the Chancellor in such expedited proceedings shall constitute a final decision of the student's guilt or innocence.

V-6 Suggested Penalties for Proven Offenses

- A. If the Campus Judicial Board or Dean of Students Office finds the student innocent of the charge, the instructor will ensure fair treatment of the student.
- B. If the defendant is found guilty of the charge, the

Campus Judicial Board or Dean of Students/Associate Dean of Students may impose a disciplinary sanction indicated in Section II-4 of the *Code of Student Life*. The authority to determine the course grade resides with the instructor. Failure in the course is generally appropriate for an offense of academic dishonesty.

Section VI-University Union

The University Union serves as a focal point for campus life outside the classroom, enhancing the University's mission to offer a well-rounded educational experience to its students. Encompassing approximately 53,000 square feet, the Union provides meeting space, study areas, recreational space, space for student organization offices, various administrative offices and the services of a post office, the University Information Center, a banking machine and a campus snack bar.

VI-1 The UNCW University Union Board

The general purpose of the UNCW University Union Board is to act in an advisory capacity to the Director of the University Union and staff in matters regarding the management and operation of the facility. It is a Chancellor's committee with its members appointed by the Chancellor. The Board makes recommendations to the Chancellor through the Vice Chancellor for Student Affairs.

- A. The Board has 13 voting members: one student nominated by the President of Student Government; one student nominated by the Vice President of Student Government; the Chair of the University Program Board; one student jointly nominated by the Panhellenic Council and the Inter-Fraternity Council: three students nominated by the Student Senate from Residence Life Association, the undergraduate student body, and the graduate student body; three faculty members from various disciplines appointed for two-year terms; one staff member nominated by the Vice Chancellor for Business Affairs: one staff member nominated by the Vice Chancellor for Student Affairs; and one alumnus appointed by the UNCW Alumni Association Board of Directors. The Director of the University Union, Assistant Director for Operations, and Student Activities Adviser are members of the Board without vote.
- B. Qualifications for Board members are: every member, with the exception of the Alumni Association member, should be a current full-time employee of UNCW or an enrolled graduate or undergraduate student who is in good academic standing at UNCW at the time of his/her appointment and throughout his/her term. A voting member shall have been an employee or student at UNCW for one semester (two summer sessions will be considered one semester) prior to his/her appointment.
- C. Officers of the Board are the President and Vice President, elected by the Board each year. The Director of the University Union will serve as the recording secretary for the Board. Staff support for the Board shall be provided by the Director and other Union staff members.

D. Functions and Responsibilities of the Board:

1. The Board will meet monthly during fall and

spring semesters.

 The Board will establish an Executive Committee which will meet with all other available Board members and act for the Board during periods when the University is not in session.

3. The Board will compile an annual report concerning the Union's programs, personnel, and budget for submission to the Chancellor through the Vice Chancellor for Student Affairs by August 31 of each

vear.

4. The Board is advisory to the Director in all aspects of the Union's operation. It will study, review and develop recommendations relative to the Union's policies, programs, services, space utilization, fee structure, maintenance, and long-range plans.

5. The Board will have the authority to act as an appeal body in situations where it is so designated.

VI-2 The Director of University Union

A. The Director is the chief executive official of the Union. He/she is responsible for the operation of the Union building and its programs and activities and shall:

1. Coordinate all functions involving Union facilities

and their use

Facilitate the establishment of UNCW University Union and Student Activities goals and develop programs for their accomplishment

3. Supervise staff members

4. Serve in a nonvoting, advisory capacity for all committees created by the UNCW University Union

VI-3 UNCW University Union Facilities

A. Use of Facility

1. Union facilities are reserved primarily for use by UNCW students, faculty and staff.

 The Director of the University Union or his/her representative is charged with determining whether the conduct of an individual or group is in compliance with University policies.

3. The University Union's normal operating hours (when classes are in session, fall and spring semes-

ters) are:

- a. Monday through Friday 7 a.m.-11 p.m.
- b. Saturday and Sunday 12 noon-11 p.m.
- c. On Sundays through Thursdays, programs are to end no later than 10:30 p.m. Friday and Saturday night programs are to end no later than 11 p.m. unless special arrangements have been made in advance with the Service Area Coordinator. By special arrangement, the building will be available on Friday and Saturday nights until 2 a.m.

B. Reservations

 Conference rooms in the University Union can be reserved by a registered campus organization, University department, or student, faculty, or staff member for University functions on a "first come, first served" basis. The Union staff reserves the right to make substitutions in room reservations or move a group to another area subject to availability. Reservations can be made by visiting or calling the Union Services Area Coordinator in room 214 D from 8 a.m.

to 5 p.m., Monday through Friday.

2. The Union's Reservation Agreement must be completed, signed, and returned to the Services Area Coordinator at least seven days prior to the event. The individual or organization completing and signing the agreement accepts the responsibility for the proper use of the facility and equipment as well as proper conduct of the organization's members and guests. It is necessary that an organization be finished with the room by the time indicated on the reservation request. Members and guests are to be fully informed of these regulations by the person reserving the room.

- 3. The Services Area Coordinator must be notified of a cancellation no later than 1 p.m. on the day of the event or by 1 p.m. on Friday for a weekend event. For the multi-purpose room or large room events, cancellation notice must be given 48 hours prior to the event. Failure to give 48 hours notice will subject an organization to the loss of privilege of reserving rooms for 60 class days or a \$50.00 fine. No penalty is involved when cancellation occurs before this specified time.
- 4. The Union reserves the right to bill any organization or group for damages or losses which result from the use or misuse of facilities or equipment, including charges for additional janitorial service over and above normal cleaning of the area used. Groups will also be charged for building time staff required outside normal operating hours of the Union (e.g., building manager before or after hours, additional janitorial staff, etc.).
- 5. Food and drink will be limited to the multipurpose room or lower level. This means no food or drink is allowed in restrooms or corridors, but special arrangements can be made for the courtyard. With the scheduling of a large group affair, the sponsor will provide members to pick up any litter around the Union and in the parking lots. Food or other light refreshments shall not be permitted in conference rooms unless permission is obtained at the time the reservation is made. Catering arrangements can be made through Campus Food Services by contacting the catering manager in the cafeteria.

6. Any decorations to be used must be approved at the time the reservation is made. Nothing shall be attached to the walls, with the exception of block walls in room 100, where masking tape may be used. All materials used at any event must be removed at

the conclusion of the program.

7. The University Union will not be responsible for any losses or injuries suffered by any person as a result of a room reservation and/or the activities of the reserving organization.

Section VII—University Owned Residences

VII-1 Introduction

The Office of Residence Life strives to provide a diverse and meaningful experience supportive of student learning outside the classroom. The residence hall program facilitates the growth and development of each resident through positive experience in group living, self-discipline and decision making. The Residence Life staff coordinates social, educational and recreational programming for the development of a well-rounded student. Members of the Residence Life staff in cooperation with all areas of University community are responsible for student advising, discipline and general operation of each residence facility. Please refer to the Housing and Residence Hall booklet for more detailed information on facilities. This booklet is available from the Office of Residence Life, Housing Office, and the Office of the Dean of Students.

VII-2 Residence Life Staff

A. The organization and administration of the Residence Life program is the responsibility of the Office of the Dean of Students. All students residing in residence halls and apartments are subject to the authority of the Dean of Students and the staff of the Dean. The Assistant Dean of Students for Residence Life and the Area Coordinators are members of the staff of the Office of the Dean of Students. The Dean of Students is directly responsible to the Vice Chancellor for Student Affairs.

B. Each residence hall and the apartment complex is supervised by a Resident Director, assisted by a group of Resident Assistants.

VII-3 Residence Life Policies

The primary responsibility of Residence Life programs is to maintain an atmosphere conducive to the pursuit of academic goals and personal growth. Within this context, it is important to recognize the effect of the density factor in the residence life setting which creates a special need for awareness of how one's individual actions can easily influence the environment of the floor and thus have a direct effect on a group of students. In light of these conditions, the following policies have been established.

- A. Alcoholic Beverages—Although consumption of alcoholic beverages is not encouraged by the University,
 students are permitted to possess and consume alcoholic
 beverages in their rooms provided that they comply with
 State laws pertaining to alcoholic beverages. In addition
 to the UNCW policies regarding the possession and consumption of alcoholic beverages (Appendix D) and marketing of alcoholic beverages (Appendix E), the following
 rules pertain to residence halls:
 - There are to be no kegs of beer in the students' rooms or elsewhere in the residence halls or apartments except during official Residence Life functions where an alcoholic beverage permit is completed in

the Office of the Dean of Students and approved by the Chancellor.

- 2. Alcoholic beverages may not be consumed in the lounges, hallways, or other public areas without express approval from the Residence Life Office.
- B. Visitation—Visitation including members of the opposite sex is permitted during certain specified hours. These hours will be posted in the lobby areas of each residence hall and in the apartment office. It will be the responsibility of each resident and visitor to know the visitation hours:
 - 1. Sunday through Thursday—11:30 a.m. until 11:30 p.m.

Friday and Saturday-11:30 a.m. until 2:00 a.m.

- Visitors will be escorted by residents of the building from 7:00 p.m. until the end of visitation hours. An unescorted visitor must provide positive identification and confirm his/her destination.
- Guests of the same sex are permitted to stay beyond visitation hours provided they register with the R.A. on duty.
- C. Pets—Because of public health regulations, petsare not allowed in the residence halls or apartments. This includes, but is not limited to, dogs, cats, birds, hamsters, mice, snakes, and other rodents. However, fish in aquariums are permitted as long as the tank does not exceed 20 gallons and is kept in a sanitary condition.
- D. Noise—Loud noise interferes with students' right to study and sleep. Students are asked to be considerate of others' rights and abide by the established quiet and courtesy hours. Quiet hours are from 7:00 p.m. to 10:00 a.m. Sunday through Thursday. On Friday and Saturday nights, the quiet hours begin at 2:00 a.m. and end at 10:00 a.m. the following morning. Courtesy hours are in effect at all times. During quiet hours, the environment is to be one which is conducive to study; therefore, noise must be kept at a minimum.
- E. Solicitation—Residence halls and/or apartments may not be used to raise money for any individual or organization other than an officially registered campus organization (either faculty, staff, or student). Anyone not connected with the residence halls/apartments who does not have the proper identification and authorization may be cited for trespassing. In order to maintain the privacy of resident students, no door-to-door solicitation is allowed. Authorization for solicitation must come from the Dean of Students.
- F. Behavior—Disciplinary proceedings as outlined in Section II-2 will be initiated against a student who violates the "Code" Section II-1-B or other applicable rules such as:
 - 1. Violation of visitation as outlined in the handbook or posted in the residence halls/apartments.
 - 2. Tampering with, destroying, defacing, or removing public property within the residence halls, includ-

ing furniture, doors, screens, walls, elevator, vending machines, ceiling tiles, games, etc.

- Participation in water fights, shaving cream fights, etc., and destroying or tampering with fire alarms and/or firefighting or emergency equipment.
- Creating excessive noise or participating in general disruptive behavior.
- 5. Throwing objects from the windows of residence halls/apartments.
- 6. Undermining the security of hall residents and property (e.g., intentionally leaving of hallways propped open).

7. Cooking in residence hall rooms.

- 8. Walking or laying on building or apartment roofs.
- 9. Obstructing hallways and/or entrances (e.g., bicycles parked in these areas).
- 10. Driving motorized vehicles on the sidewalks and/or grass in the residence life area.
- G. Individual Privacy in Relation to Student Rooms— Privacy of the individual is of the utmost concern to the Housing Office and the University; however, entry of student residence hall rooms and apartments at times is necessary.
 - 1. Room Entry—University officials may enter a room under the following conditions:
 - a. When there is sufficient reason to believe that an emergency situation exists which poses immediate danger to the occupants and/or to the facility.
 - b. For routine maintenance and cleaning. Whenever possible, 48 hour notice will be posted on the individual floors or wings in a designated area.
 - c. To deal with disturbances which are in violation of University regulations and/or violating the rights of other students within the hall.
 - d. When a student who is a resident gives voluntary consent. The student's consent may be freely given and must not be based on coercion or threats by the University, and must not be occasioned by a student's fear of reprisal for failure to give consent.
 - 1. The intrusion by the employee must be limited to the consent given by the student; for example, if the student consents to *entry* by the employee, the employee is not entitled to *search* the student's belongings without obtaining further consent to do so.
 - 2. Any student who is a resident of the room, suite or apartment may consent to entry of the University employee and to search that student's personal belongings. However, no student may consent to the search of another student's bedroom, closets, locker, suitcases or other areas under the primary control of another student.
 - e. Materials found during entry as described in this section may be used in any University disciplinary proceeding if said material is found in plain sight or during the course of performing the objectives described in a, b, c & d. Materials found beyond the scope of such entry shall constitute a

search as defined below and may not be admitted if found in violation of that section. Any unauthorized materials found during an entry may be impounded.

2. Room Search—Searches of student occupied premises or a student's personal possessions shall be only as authorized by law. A student's room is considered private; a search of residence hall rooms will be guided by the following principles:

a. University officials and/or University Police may search a room only upon obtaining a legal warrant. The University Police officer will be accompanied by additional University officials when the search is conducted.

b. Searches of University residence hall rooms by external law enforcement officials will be regarded as a matter between the student and law enforcement officials involved. The University's interest will be limited to requesting that it be notified of impending searches.

H. Room Condition—Any alteration within a residence room such as painting or construction of lofts must be approved in advance by the Office of Residence Life.

Appendix A

Joint Statement of Rights and Freedoms of Students

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D.C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards for accreditation.

Since its formulation, the Joint Statement has been endorsed by each of its first national sponsors, as well as by a number of other professional bodies. The endorsers are listed below.

U.S. National Student Association; Association of American Colleges; American Association of University Professors; National Association of Student Personnel Administrators; National Association of Women Deans and Counselors; American Association for Higher Education; Jesuit Education Association; American College Personnel Association; Executive Committee, College and University Department, National Catholic Education Association; Commission on Student Personnel, American Association of Junior Colleges.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the class-room, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive, to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards

A. Protection of Freedom of Expression Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

- B. Protection against Improper Academic Evaluation Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- C. Protection against Improper Disclosure Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintaned if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

- The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
- 2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
- 3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers

may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

- 1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.
- 2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a maner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily apply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
- C. Student Participation in Institutional Government As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bring-

ing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the

world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editori-

al policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student

body.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal devel-

opment of students as if often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to appraise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition. At the same time, educational institutions have a duty and corollary disciplinary powers to protect their educational purposes through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of students conduct, proper procedural safeguards should be observed to protect the student from the fair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no honor codes offering compara-

ble quarantees.

A. Standards of Conduct Expected of Students
The institution has an obligation to clarify those standards
of behavior which it considers essential to its educational

mission and its community life. These general behavior expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be free as possible from imposed limitations that have no direct relevance to his/her education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected

persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or his/her right to be present on the campus and to attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being, of students, faculty, or university property.

D. Hearing Committee Procedures

When the misconduct may result in the serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

 The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should

sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his/her defense by an adviser of his/her choice.

4. The burden of proof should rest upon the offi-

cials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He/ she should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him/her unless he/she has been advised of their content and of the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape

recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's rights of appeal to the president or ultimately to the governing board of the institution.

Appendix B

SUPPLEMENT I: Title IX of the Education Amendments of 1972, as Amended*

SEX DISCRIMINATION PROHIBITED

Sec. 901. (a) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, except that:

- (6) This section shall not apply to membership practices—
 - (A) of a social fraternity or social sorority which is exempt from taxation under Section 501(a) of the Internal Revenue Code of 1954, the active membership of which consists primarily of students in attendance at an institution of higher education.

*P.L. 92-318 (1972) and P.L. 93-568 (1974).

Appendix C

STATE POLICY ON FIREARMS OR OTHER WEAPONS ON UNIVERSITY PROPERTY

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol. dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private education institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors or razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, civil officers of the United States while in the discharge of their official duties, officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any country, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

Appendix D

POLICIES REGARDING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington permits malt beverages and unfortified wines to be consumed at special activities and programs and in the privacy of residence hall rooms.

This is no intent to encourage the increased use of alcoholic beverages or to force their consumption upon those who object to the use of alcohol on moral, ethical, or religious grounds. The policy is designed to promote the positive, healthy use or non-use of alcoholic beverages in a responsible manner.

 University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their purchase, possession, or consumption.

- A. Effective September 1, 1986, the North Carolina Alcoholic Beverage Control Laws made it illegal for any person under 19 years of age to purchase, possess, or consume, or for anyone to aid or abet such a person in purchasing or consuming any alcoholic beverages.
- B. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University. (General Statutes 18-87 and 18-50)
- C. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person or persons, whether accepted or not, on any public road or street, parking lot, sidewalk, or other publicly owned or leased place within the city of Wilmington.
- D. Student fees collected by UNCW cannot be used to purchase alcoholic beverages.
- E. Student events at which alcoholic beverages may be consumed can be held only under circumstances in which the host organization demonstrates reasonable means of ensuring the satety of participants and adherence to state law.
- II. Possession and consumption of alcoholic beverages at University events must adhere to the following guidelines.
 - A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to the Residence Life areas and the University Union. Exceptions may be designated by the Chancellor.
 - B. The use of alcoholic beverages at a campus event shall be subject to the approval of the Chancellor.
 - The UNCW Alcohol Beverage Permit and Statement of Responsibility must be filed with the Dean of Students Office seven days prior to the event.
 - 2. The adviser to the sponsoring organization must be present for the entire event.
 - C. Alcoholic beverages may be used only as complements to an event, not as the main focus.
 - D. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
 - E. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
 - F. Consumption of alcoholic beverages is only permitted within the approved area designated for the event.
 - G. At least two people shall check every person entering an event for proof of legal drinking age. Only the following will be accepted as valid identification:
 - 1. Driver's license with picture
 - Driver's license without a picture along with both a Social Security card and another form of picture identification.
 - 3. Military identification card
 - 4. Passport
 - Special identification card obtained from N.C. Department of Motor Vehicles.

Persons of legal drinking age shall be given a non-transferrable form of identification.

- H. Alcohol shall not be served to those exhibiting unusual behavior or impaired speech or motor coordination when such behavior appears to be the result of substance abuse.
- Alcohol will be discontinued one (1) hour before the event ends.
- Failure to comply with conditions for alcohol consumption on campus will result in disciplinary action.
- III. Alcohol Beverage Quantity Guidelines are designed in compliance with guidelines set forth by the National Institute on Alcohol Abuse and Alcoholism.
 - A. Beer-12 oz. per person per hour
 - B. Wine-4 oz. per person per hour

Appendix E

STATEMENT OF PRINCIPLES REGARDING THE MARKETING OF ALCOHOLIC BEVERAGES ON THE UNCW CAMPUS

Alcohol abuse poses a serious threat to the health and welfare of a large segment of the college student population through acts of vandalism and property damage, automobile and other types of accidents, lessening of academic performance, estrangement of social relations, and, in some cases, bodily injury, illness and death.

Inappropriate and irresponsible marketing and promotion of beverate alcohol on campus can contribute to the problems of alcohol abuse. The development of campus policies which protect the health and welfare of college students is an important responsibility of the UNCW community. Institutional policies, practices and regulations should form the basis for a responsible approach to this area on campus.

The following guidelines are to govern alcohol marketing practices on the UNCW campus.

- Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the Code of Student Life and state law. They must avoid demeaning sexual or discriminatory portrayal of individuals and/or groups.
- Promotion of beverage alcohol should not encourage any form of alcohol abuse, nor should it place emphasis on quantity and frequency of use (i.e., all you can dript)
- Beverage alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.
- 4. No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling or other promotional activities should include "drinking contests."
- Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Office of the Dean of Students.
- Display or availability of promotional materials should be determined in consultation with the Office of the Dean of Students or Substance Abuse Advisory Board.

- Informational marketing programs should subscribe to the philosophy of responsible and legal use of the products represented.
- Beverage alcohol marketers will be encouraged to support campus alcohol education programs that encourage informed and responsible decisions about the use or nonuse of beer, wine or distilled spirits.
- Beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.
- Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
- Local off-campus promotional activities primarily directed to students should be developed with the previous knowledge of the UNCW Alcohol Awareness Substance Abuse Advisory Board.
- 12. Beverage alcohol marketers will not be permitted to promote their products on campus unless they agree to abide by the above marketing guidelines. The Vice Chancellor for Student Affairs, in consultation with the Substance Abuse Advisory Board, will be responsible for implementing these guidelines.
- 13. Advertisement posting for any University event when alcoholic beverages are served shall note the availability of non-alcoholic beverages as predominately as alcohol. Alcohol should not be used as an inducement to participate in a campus event.

Appendix F

HAZING

The following is from North Carolina Statutes:

14-25. "Hazing; definition and punishment—It shall be unlawful for any student in any college or school in the state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat, or harass him, or to subject him to personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel—Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or governing board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender, and a failure to do so shall be a misdemeanor."

Appendix G

STATEMENT OF UNIVERSITY POLICIES, PROCEDURES AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION OF EDUCATIONAL PROCESS

Adopted by the Board of Trustees October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right of petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (the term "faculty member," whenever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or research at the University), any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstruction or disrupting any normal operation or function of the University or any of its component institutions: (1) occupation of any University building or part thereof with the intent to deprive others of its normal use; (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5-3. Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no event more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed in subsection (c) through (f) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:

(1) The specific violations of this Chapter V with which the

accused is charged.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of the notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of witness and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guilty, the Hearing Committee shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the person is found guilty or not guilty, a written report shall be made by the Chancellor or the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such findings in which to appeal to the President of the University. Such an appeal if taken shall be upon the

grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of his case by the Hearing Committee shall be suspended indefinitely or discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in this Chapter

V.

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps, including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University.

Section 5-4. Aggravated Acts or Threatened Repetition of Acts

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise the Chancellor in any emergency. No member of such Panel shall serve for more than one (1) year unless he be reappointed by the Chancellor. The Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the Panel.

(b) If, in the judgement of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character or probable repetition of such act or acts, necessitates immediate action to protect the University for substantial interference with any of its orderly operations or functions, or to prevent threats to or acts which endanger life or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University and bar him from the University campus; provided, however, that in

the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be afforded a prompt hearing, which, if requested, shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V, the bar against the appearance of the accused on the University campus shall remain in effect until final judgement has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel provided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required numbers of them individually by telephone or by such other means as he may choose to employ, in which event he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5-3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds.

(1) That the finding is not supported by substantial evidence;(2) That a fair hearing was not accorded the accused; or

(3) That the discipline imposed was excessive or inappropriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any court, State or Federal, or before any student, faculty, administrative, or Trustee committee to any person charged with or suspected of violating Section 5-2(a) or (b) of these Bylaws.

Appendix H

DRUG POLICY—NORTH CAROLINA GENERAL STATUTE 90-95(a)

Violation penalties:

 A. Except as authorized by this Article, it is unlawful for any person:

 To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance:

 To create, sell or deliver, or possess with intent to sell or deliver a counterfeit controlled substance;
 To possess a controlled substance.

B. Any person who violates G.S. 90-95(a) (1) with re-

spect to:

1) A controlled substance classified in Schedule I or II shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than 10 years or fined not more than ten-thousand dollars (\$10,000), or

both in the discretion of the court.

2) A controlled substance classified in Schedule III,IV,V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery of violation of G.S. 90-95(a) (1).

In accordance with state law, drug paraphernalia is prohibited on campus.

Appendix I

LOCATION OF STUDENT RECORDS

- A. Academic Records
 - 1. Registrar's Office, University Registrar, James Hall
 - 2. Offices of each academic department, Department Chair
 - 3. Offices of each college or school, Deans
 - 4. Special Programs, Director, Hoggard Hall
- B. Disciplinary Records
 - Office of the Dean of Students, Alderman Hall
- C. Employment Records
 - Director of Personnel, Alderman Hall
 - Director of Student Financial Aid, Hinton James Hall
- D. Counseling Records
- Director of Student Development Center, Student Support Center
- E. Medical Records
- Student Health Services, Student Support Center
- F. Financial Aid Records
 - Director of Student Financial Aid, Hinton James Hall
- G. Campus Police Records
 - Director of Campus Police Services, Campus Police Office

- H. Career Planning & Placement Records
 Director of Career Planning & Placement, University
- Records Relating to the International Student Program Associate Dean of Students, Alderman Hall
- J. Records Relating to Student Athletes
 Athletic Director, Trask
- K. Records Relating to Students in the ROTC Program Military Science Office, Hoggard Hall
- L. Admissions Records

Director of Undergraduate Admissions, James Hall Graduate Admissions, Assistant Vice Chancellor for Academic Affairs, Alderman Hall

M. Student Accounts Records
Accounting Office, James Hall

N. Residence Hall Records

Assistant Dean of Students for Residence Life, Residence Life Activities Building

Appendix J

POLICY REGARDING DISORDERLY CONDUCT NORTH CAROLINA GENERAL STATUTE 14-288.4

Disorderly conduct is a public disturbance intentionally caused by any person who:

- Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
- Makes or uses any utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
- Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the chief administrative officer of the institution, or his authorized representative; or
- Refuses to vacate any building or facility of any public or private educational institution in obedience to:
 - a. An order of the chief administrative officer of the institution, or his authorized representative; or
 - b. An order given by any fireman or public health officer acting within the scope of his authority, or
 - If a state of emergency is occurring or is imminent within the institution, an order given by any law enforcement officer acting within the scope of his authority; or
- Shall, after being forbidden to do so by the chief administrative officer, or his authorized representative, of any public or private educational institution;
 - Engage in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any building or facility of the institution in its normal and intended use; or
 - Congregate, assemble, form groups or formations (whether organized or not), block, or in any manner otherwise interfere with the operation or functioning

of any building or facility of the institution so as to interfere with the customary or normal use of the

building or facility; or

Disrupts, disturbs, or interferes with the teaching of students at any public or private educational institution or engages in conduct which disturbs the peace, order or discipline at any public or private educational institution or on the groups adjacent thereto.

 Disrupts, disturbs, or interferes with a religious service or assembly or engages in conduct which disturbs the peace or order at any religious service or assembly.

As used in this section the term "building or facility" includes the surrounding grounds and premises of any building or facility used in connection with the operation or functioning or such building or facility.

Any person who willfully engages in disorderly conduct is guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500) or imprisonment for not more than six months. (1969, c. 869, s. 1; 1971, c. 668, s. 1; 1973, c. 1347; 1975, c. 19, s. 4; 1983, c. 39. s. 5)

Appendix K

DISCRIMINATORY PERSONAL CONDUCT AND SEXUAL HARASSMENT POLICY OF THE UNIVERSITY OF NORTH CAROLINA AT WII MINGTON

I. POLICY

- A. Discriminatory personal conduct, including sexual harassment, toward any member of the University by any University employee is a violation of both State and federal law and University policy and cannot be tolerated in the University community.
- B. Discriminatory personal conduct is defined as "speech or action by a University employee that gives offense by its biased or prejudiced nature, with or without effect on a specific incident of another person's University experience." (Bias in this context refers to race, color, national origin, sex, religion, handicap or age.)

As defined above, discriminatory conduct may be either verbal or physical - "speech or action" - that which gives offense in and of itself, that has in common exploitation of or hostility towards personal characteristics that are irrelevant to the conduct of University life. In all institutional relationships the University expects its employees to show civility and discretion in regard to students and colleagues and to treat each with equality and dignity; accordingly, all persons acting on behalf of the University should seek to assure that all University activities are untainted by invidious discrimination, in both speech and action.

C. Sexual harassment, a form of discriminatory personal conduct, is defined* as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic, or student status, or

(2) submission to or rejection of such conduct by an individual is used as a basis for employment, academic, or other institutional decisions affect-

ing that individual, or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic activities, or student experience, or creating an intimidating, hostile, or offensive working, academic, or student life environment.

*EEOC text amended by insertion of appropriate references to the University environment.

Thus, sexual harassment may be defined summarily as "the improper introduction into a University relationship of speech or conduct of a sexual nature."

- D. Students, faculty and employees are encouraged to express responsibility to the appropriate official, as set out below, any problem or complaint of discriminatory conduct. Any act by a University employee or agent of reprisal, interference, or coercion - overtly or covertly against a student or an employee for responsibly using this Policy and its Procedures is in violation of this policy and requires appropriate and prompt disciplinary action.
- E. This Policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. If it is determined in any proceeding that a charge has been made in bad faith, i.e., with knowledge of its falseness, appropriate action shall be taken with respect to the person bringing the charge.

II. ADMINISTRATIVE REVIEW PROCEDURES

- A. While it is the responsibility of every employee in the University community so to conduct himself as to contribute to an environment free of discriminatory behavior, the responsibility falls especially upon University administrators and supervisors. Any administrator or supervisor having knowledge of conduct invoving discrimination or receiving a complaint of discriminatory conduct involving a University employee or agent under his or her administrative jurisdiction must take immediate steps to deal with the matter appropriately.
- B. An employee who believes he or she has been the victim of discriminatory conduct should initially attempt to resolve the matter with the administrator or supervisor most directly concerned (unless that person is the individual accused of misconduct) or report the matter to the Federal Compliance Officer.
- C. A student who believes he or she has been the victim of discriminatory behavior, including sexual harassment, should report the matter to the Dean or Associate of Dean of Students or to the Federal Compliance Officer. The Dean or Associate Dean of Students or the Federal Compliance Officer, after listening to the complaint,

will attempt to determine if the allegation constitutes discriminatory personal conduct. If it is determined by the Dean or Federal Compliance Officer that the charge falls within the purview of this policy, complaints against faculty members and EPA employees shall be referred to the appropriate academic Dean, Director, or other University official who has most direct administrative jurisdiction over the person whose conduct is complained of: and complaints against SPA employees shall be referred to the Director of Personnel.

D. Complaints may be made orally or in writing to the appropriate reviewing officer. (See paragraph C above) Before either an administrative or grievance inquiry is begun, that officer must record the complaint in a written statement identifying the grievant, the conduct complained of, and the employee alleged to have engaged in it. A copy of this record shall be provided in every case to the Federal Compliance Officer.

When the complainant seeks personal redress for an alleged wrong, then he or she must be willing to be identified to the person charged. If the complainant is willing to be identified, the reviewing officer will notify the person charged in writing, stating the complaint and indicating that an informal inquiry will be conducted. If the complainant is not willing to be identified or ceases to seek personal redress, he or she should be advised that the institution, if it determines that such action is necessary, may pursue an inquiry on the institution's behalf and in its name rather than that of the individual; that the complainant may be identified in that event; and that the complainant enjoys the protections against retaliation set forth in I.D. above. Administrative procedures are initiated by the institution to ensure appropriate conduct by its employees, e.g. when the institution seeks to prevent likely recurrence of apparent improper conduct, even though no individual complainant wishes to pursue a personal grievance.

E. Because of the essentially personal nature of these matters, especially sexual harassment charges, every effort should be made to resolve problems without formal proceedings if possible. Thus the reviewing officer's initial step should be an attempt to resolve the matter through discussion, counseling, agreement of the parties involved, or administrative action when appropriate. At this stage it is hoped that the parties will be sensitized to the nature of discriminatory personal conduct and what it does and does not involve, and that the review will be constructive whether it is determined that administrative action is appropriate or that the matter complained of does not constitute misconduct. Regardless of the outcome of this step, the reviewing officer shall briefly record the nature of the complaint and the response to it, the names of the parties involved and any agreement between them, and any administrative action to be taken in light of the inquiry. A copy of this record shall be provided to each party and to the Federal Compliance Officer, and may be made a part of each party's student or personnel files when apropriate.

- F. Sexual harassment matters may be especially sensitive for the parties involved, and involvement in grievance or administrative inquiries may cause particular apprehension both for complainants and for persons whose conduct is questioned. Therefore, each party may be accompanied and assisted by another person at all stages of inquiry.
- G. If a complaint is not resolved to the satisfaction of a complaining party, he or she may proceed in accordance with the Formal Grievance Review Procedures herein, within 10 days of receiving the record of the reviewing officer's efforts. If a person charges in a complaint wishes to contest any proposed resolution of it, including any proposed administrative action, that person may use the general grievance appeal mechanism to which he or she ordinarily has access or which is available in light of the proposed administrative action.

III. FORMAL GRIEVANCE REVIEW PROCEDURES

- A. Should any employee or student believe that he or she has been the victim of discriminatory personal conduct by a University employee, and should the adminsitrative review (if appropriate) have failed to produce a resolution satisfactory to either party, then he or she may proceed with the general grievance appeal mechanism to which, by virtue of his or her position or circumstance in the university, he or she ordinarily has access.
 - Any formal grievance brought by an SPA employee will be reviewed through the established SPA Grievance Procedure.
 - (2) Any formal grievance brought by a faculty member will be reviewed through the Faculty Grievance Committee Procedure. However, a faculty member who alleges that a decision not to reappoint him or her was based upon one or more of the existing impermissible grounds as stated in Policies for Academic Freedom and Tenure, The University of North Carolina at Wilmington shall request a review by the Hearings Committee in accordance with Section V of the Policies for Academic Freedom and Tenure.
 - (3) Any formal grievance brought by a non-faculty EPA employee shall follow the grievance procedures provided in Section IV of the EPA-Administrative Personnel Policies. When a grievance is presented directly to the Chancellor, he, at his discretion, may appoint an ad hoc committee to review the complaint and recommend resolution; however, in all such cases, the Chancellor shall be responsible for rendering a decision.
 - (4) Any formal grievance brought by a student will be reviewed through the Student Grievance procedure. The written complaint will be submitted to the Vice Chancellor who has administrative jurisdiction over the person named in the complaint. The Vice Chancellor will convene the student grievance hearings

- panel as established under the guidelines of the student grievance policy. Upon hearing the grievance, the student grievance hearings panel shall make its recommendation to the Vice Chancellor who will render the decision. If the Vice Chancellor's resolution is not satisfactory to the complainant, he or she may appeal the Vice Chancellor's decision to the Chancellor who will render the final decision.
- B. A complaint involving a grade or other academicrelated matter must be filed before the last day of the next succeeding regular semester. A complaint that is not academic related must be filed within 30 days of the date the alleged misconduct occurred or from the date of the consequences of the alleged misconduct.
- C. A complaint shall be handled as expeditiously as possible by the appropriate grievance mechanism. Following the completion of grievance mechanism's review of the complain, the person who filed the complaint or the person accused of discriminatory personal conduct may appeal the disposition of the matter by the grievance mechanism provided under existing University procedures.
- D. When all proceedings are complete, a record of each grievance review and the findings of that review shall be submitted to the Federal Compliance officer who shall maintain a confidential file of such records.

October, 1983











MNCW

Student Handbook & Code of Student Life

88-89

Alma Mater

by Charles Hunnicutt and Loyd Hudson

Hail we proudly sing to thee Who guides our green and gold. Though future years may part us, Fond mem'ries we shall hold.

(Refrain)

For our hearts will cherish All your service done All Hail to thee Alma Mater, Praise to Wilmington.

Here we stand as one together Voices raised in song. Our loyal hearts will praise thee As God doth lead us on.

The University of North Carolina at Wilmington is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex. age, or handicap. Moreover, The University of North Carolina at Wilmington is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of black students.

7,500 copies of this public document have been printed at a cost of \$5,223.17, or 69¢ per copy. (GS 143-170.1)

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WELCOME

It is my pleasure as Chancellor of The University of North Carolina at Wilmington to welcome you as members of the fastest growing student body in The University of North Carolina system.

It has been my lifelong belief that the process of learning is one of the most exciting activities in which we engage as human beings. Each new fact, each new concept, each new perception, and each new perspective of beauty adds a uniquely new dimension to our lives. We often say on this campus that we are a community of scholars, and in a very real sense, I believe that is our mission.

As students enrolled here at The University of North Carolina at Wilmington, you are members of the largest segment of that community of scholars. For the remainder of your stay in this University community of scholars, may I wish you well and encourage you to dream your dreams and set your goals high.

William H. Wagoner Chancellor

Dr. Wagoner served as President of Wilmington College from 1968-1969, and as Chancellor of UNCW since 1969. During his 20 years of leadership, the University has grown from an enrollment of less than 1,200 to approximately 6,600.

GREETINGS.

It gives me great pleasure as Student Body President to welcome you to our fine University. I would like to take this opportunity to congratulate you on your acceptance to UNCW. I am confident that your decision will prove to be most rewarding in the future.

Since my enrollment in 1985, I have witnessed a tremendous growth at UNCW. Not only are there new buildings being constructed each year, but also our enrollment is increasing with intelligent, motivated people such as yourself. The expansion of academic programs here on campus has provided the student with a greater diversity in educational challenges allowing our graduates a wider range of future opportunities.

I would like to challenge you to make the most of your college experience. There are over sixty registered organizations on campus for which you may choose to participate. Get involved to better enhance your stay here at UNCW.

Your Student Government Office is located in the University Union, Room 200. I encourage you to stop in and give your ideas and suggestions or to just see where we are located.

Once again, congratulations and welcome to UNC Wilmington.

With SEAHAWK PRIDE,

Karla Fontaine Alston Student Body President

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington is situated on a spacious campus of some 650 acres five miles west of Wrightsville Beach on the Atlantic Ocean. Academic and support buildings are designed in modified Georgian architecture. All academic and residence facilities are air conditioned as is the cafeteria.

Host to the University is the historic port city of Wilmington situated on the Cape Fear River. The largest city in North Carolina until after the turn of the century, Wilmington offers the University community a rich and diverse cultural heritage, a wealth of handsome architecture, and connections to nationally and internationally prominent individuals. With a population of 56,913 Wilmington is the largest city in the 118,235 person metropolitan statistical area comprised of New Hanover County.

UNCW has its roots in the aftermath of World War II when the New Hanover County Board of Education recognized the need for the returning veterans from Southeastern North Carolina to have access to higher education close to home. Established in 1947 as a two-year institution, Wilmington College became accredited in 1952 as a junior college and became a part of the North Carolina Community College System in 1958. In 1963, it became a senior college graduating its first baccalaureate degree recipients in 1965. By act of the state General Assembly in 1969, Wilmington College became part of the greater University of North Carolina, a body that now comprises 16 senior state institutions.

As it begins its fifth decade of service, UNC Wilmington will be soaring to greater heights.

2

UNIVERSITY SERVICES

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students serves as the primary focal point for addressing student needs, issues and concerns, and serves as a resource and referral office for all faculty, staff and students. Acting in an advocacy role, the Dean and Assistant Dean of Students represent the student perspective to the University community. This office works with all segments of the University to help students develop through opportunities, advice and assistance. Within the Student Affairs Division, the Office of the Dean of Students provides consultation, new program development and assistance to the Vice Chancellor with special projects. Specifically, the office assists in the orientation for freshmen and transfer students; advises international. non-traditional and commuter students; publishes the Student Handbook and Code of Student Life; administers the student judicial system including the violations of the Academic Honor Code: coordinates the official withdrawal process from the University for undergraduate students; and assists the Office of Federal Compliance in processing cases of discriminatory personnel conduct, including sexual harrassment, Additionally, the Office of the Dean of Students coordinates programs and policy on rape prevention and assistance, substance abuse education and prevention, and implements developmental program to meet assessed and perceived student needs. The Office of the Dean of Students also provides supervision for the Residence Life Program and ALTERNATIVES!, the Substance Abuse Education and Prevention Center.

CAMPUS MINISTRY

Campus Ministry at UNCW is provided by a variety of religious groups. United Christian Campus Ministry is provided for all students at UNCW by Baptist, Episcopal, Christian, United Methodist, and Presbyterian churches, with additional support from Lutherans.

Working through Bob Haywood, campus minister, UCCM provides counseling, Bible study, retreats, worship, and special programs on specific religious, social, and personal growth concerns. He can be reached by calling 799-1160 or by leaving a message with the Vice Chancellor for Student Affairs Office.

Catholic Campus Ministries, under the leadership of Father AI Dash, provides opportunities for worship, leadership development, retreats, and a variety of programs for students' personal and spiritual development. A Catholic student group meets weekly and there is a Catholic Student Center located at 4802 College Acres Drive. Mass is held every Sunday at 12:15 p.m. in room 201 and again at 10:00 p.m. in room 210 of the University Union. Father Dash can be reached by calling 791-7167.

Other student groups include Inter-Varsity Christian Fellowship, Campus Crusade for Christ, Fellowship of Christian Athletes, Baptist Student Union, and the Gospel Choir. All of these have weekly meetings.

FINANCIAL AID

The UNC Wilmington Financial Aid Office in Hinton James Hall administers a program which seeks to meet the needs of all enrolled students. While the program provides for the recognition of talent and outstanding student achievement, its primary objective is to assist students and demonstrate need. Financial aid is the economic assistance available to help the student meet the difference between what he or she can afford to pay and the actual cost of a college education.

Eligibility is determined by a "needs analysis" done in the Financial Aid Office according to federal guidelines. Applications may be picked up in the Financial Aid Office.

Forms of financial aid include grants, scholarships, loans, and employment opportunities. Interested students should consult the University catalogue and/or Financial Aid Information Booklet for detailed information on these programs.

What Are The Deadlines?

Academic year (Fall and Spring)	April 15
Fall only	April 15
Spring only	
Summer	March 15

The above dates represent priority deadlines used by the Financial Aid Office in processing applications. This means that those students who have completed applications on file in this office by those dates will receive first consideration for financial aid. A completed application consists of an institutional financial aid application, a Financial Aid Form, and all three copies of the Student Aid Report from the Pell Grant Program.

Academic Standing

Satisfactory Progress Standards for Financial Aid Purposes

According to federal guidelines, to be eligible to receive federal financial aid, a student must be making satisfactory progress toward completion of a degree. Federal aid includes the National Direct Perkins Loan, Supplemental Educational Opportunity Grant, Pell Grant, State Student Incentive Grant, Guaranteed Student Loan, College Work Study, and Parental Loan for Undergraduate Students.

Students must demonstrate progress from both a qualitative and quantitative standpoint. Qualitative refers to grade point average, and quantitative refers to number of credit hours earned.

Grades

Applicants for financial aid must meet the University retention standards as outlined in the University catalogue. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorized to continue with his/her studies on a conditional basis, he/she is considered to meet this requirement of satisfactory progress.

Course Repeats

Courses being repeated on which students previously earned credit may not be used to determine enrollment status when calculating eligibility for federal aid programs.

Hours

An undergraduate student must earn at least 20 hours each academic year (an academic year is considered to be two regular semesters of enrollment). This requirement is based upon an allowed maximum time frame of 6 academic years to complete the undergraduate degree. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorized to continue with his/her studies on a conditional basis, he/she is considered to meet this requirement of satisfactory progress.

A preliminary review will be made at midyear (following fall semester) to identify those students not meeting the required academic standards. Full-time students not successfully completing at least 10 hours, and less-than-full-time students not completing at least 5 hours will be determined deficient. Students not meeting the academic requirements outlined on the retention chart will be issued a warning and placed on probation for the spring semester.

Eligibility lost due to shortage of hours can be regained by successfully completing at least 10 hours plus the number short (for full-time students) or at least 5 hours plus the number short (for less-than-full-time students) during the next regular term. Eligibility lost due to failure to meet academic requirements can be regained by bringing the G.P.A. up to the

standards outlined on the retention chart.

A student who is determined not to be making satifactory progress may file an appeal on the grounds of mitigating circumstances. Mitigating circumstances may be considered to exist if any of the following apply: 1) Death in the immediate family circle. 2) Parental unemployment for 10 weeks or more. 3) Emotional trauma as ascertained by the Dean of Students or the Director of Student Development Center. 4) Change in major or academically related issues as certified by an Academic Dean.

Refunds

Financial aid recipients who withdraw from school are eligible to receive only that portion of the institutionally determined refund which exceeds the financial aid received. Refunds will be returned to the programs from which the student received aid. The following fraction will be used to determine the portion of the refund to be returned to the Title IV program(s) (Fed. Reg. Sep. 28, 1979, Sect. 168-21):

Total Title IV Aid (minus CWSP)
Total Aid Package (minus CWSP)

The resulting fraction is applied to the institutional refund and the resulting amount (rounded to nearest whole dollar) is the amount of Title IV funds to be returned to Title IV program(s).

Repayments

Regarding cash refunds received prior to withdrawal, if a student's non-instructional educational expenses incurred up to the time of withdrawal exceeded the amount of cash disbursement, the student does not owe a repayment. If cash disbursed exceeds these non-instructional costs of education incurred up to the time of withdrawal, the student does owe a repayment. The repayment is the difference between expenses incurred and the actual cash refund received. For the resident student. non-instructional expenses include an allowance of \$200 each semester, or \$50 each month, or portion thereof for books. transportation and personal items. For commuting students. non-instructional costs include an allowance of \$1000 each semester or \$250 each month or portion thereof for room, board, books and transportation. (The above allowances are prescribed by Pell Grant Regulations.) In determining the amount of overpayment to be returned to the Title IV program(s) the following fraction is applied:

Total Title IV Aid (minus CWSP, GSL, PLUS)
Total Aid Awarded (minus CWSP, GSL, PLUS)

Student Aid Accounts to be Refunded/Repaid

Once the amounts to be refunded and/or repaid are determined by the formulas explained, the proper amounts shall be refunded/repaid according to the priority lists shown. No one account shall be refunded/repaid with more than what you received from the account for the term of withdrawal.

- 1. National Direct Perkins Loan
- 2. Guaranteed Student Loan
- 3. Supplemented Educational Opportunity Grant
- 4. State Student Incentive Grant
- 5. Pell Grant
- 6. UNCW Scholarship/Grant
- 7. Other aid

Postponement of Charges

University charges are due and payable on specific dates which are published in the university catalog and course listing booklet. However, financial aid recipients may submit a signed copy of their award letter to the University Cashier to obtain a postponement of charges covered by financial aid. Postponement privileges do not apply to the purchase of books and supplies or any other indirect educational cost. Students must come prepared to pay these costs out of pocket.

Payment of Awards

Financial Aid awards will be automatically credited to the recipient's account each semester. State Incentive Grants, guaranteed loans, and civic club scholarships are forms of aid that typically require the student to endorse checks before aid can be credited to their account. These checks will be held at the Cashier's Office for student endorsement. Students who are eligible to receive refunds will be able to claim refund checks from the University Cashier following the beginning of classes at times to be announced. A schedule will be posted in the Cashier's and Financial Aid Office regarding these times. Students claiming refunds will be required to present identification; no one else may pick up a refund other than the intended recipient.

Overawards

Federal regulations restrict the total amount of funds a student is eligible to receive. If a student receives more than he/she is eligible for, he/she will be required to repay any amount over computed financial need. To avoid this situation, a student should check with the Financial Aid Office to see if he/she is receiving his or her maximum need before applying for other programs. Each applicant should be careful to list all resources on the financial aid application and should notify the Financial Aid Office if he/she receives additional aid from an outside source.

STUDENT DEVELOPMENT SERVICES

Student Development Services, which include the Student Development Center and the Career Planning and Placement Center, provide support and assistance for students' personal, career, social, and learning skill development. The services help students build satisfying and successful college experiences and prepare for the transition from school to work or to graduate study.

Student Development Center

The Student Development Center provides confidential services to help students build satisfying and successful college experiences. Individual and group counseling for personal,

career, educational or substance abuse concerns is available. Decision-making resources for careers and college majors include a computer guidance system, aptitude and interest

testing, and an information library.

A learning lab is equipped with computer and audio-visual resources for enhancing study skills and for reading and vocabulary improvement. Special assistance is offered with learning strategies, study, reading and exam-taking skills. Workshops are regularly scheduled on these topics as well as on personal growth, communication skills and stress management.

The center coordinates Disabled Student Services and acts as a clearinghouse for tutoring, equipment and advocacy

eeds.

The office also administers national testing programs such as the SAT, GRE, GMAT, NTE and MAT as well as the campus CLEP tests.

Consulting and referral services are provided by the center's staff for University faculty, staff and student groups.

Appointments for counseling or inquiries may be made by calling 395-3280 or, for daytime emergencies, 395-3061.

Disabled Students

The University makes a concerted effort to assist disabled students who need assistance. This effort is coordinated by the Student Development Center. Disabled students are encouraged to contact the center to discuss their needs.

Career Planning and Placement Center

The Career Planning and Placement Center provides career planning and placement services to students and alumni of UNCW. Assistance in developing career plans is available through individual advising, workshops and seminars. The office also provides information and counseling on careers, specific job requirements, employers, and graduate school programs. Students are encouraged to use these services early in their college career.

The office publicizes specific job openings (part-time, summer and full-time); makes individual referrals; schedules recruiting visits; keeps company literature; and provides information about public and private schools, and state and federal

government opportunities.

Seniors should register with the Career Planning and Placement Service early in their final year to establish a credentials file and to avail themselves of all placement services including resume writing, interviewing skills and planning a job search.

Appointments for counseling or inquiries may be made by calling 395-3174.

OFFICE OF VETERANS' AFFAIRS

The Office of Veterans' Affairs in Hinton James Hall provides educational assistant to veterans and/or their dependents enrolled at The University of North Carolina at Wilmington. The OVA is concerned with the recruitment of veterans into the University and ensuring that they successfully complete their educational programs. The OVA works with other campus offices to conveniently serve the needs of veterans and dependent students.

Services to veterans and dependents include work-study positions, peer and professional counseling, community outreach services, tutorial services, and special programs for

educationally disadvantaged veterans.

Veterans and dependents receiving VA educational benefits are required by the VA to pass at least one course the semester they begin their college training. All students receiving VA educational benefits are now required to come by the OVA at least once per semester. This is necessary to ensure prompt correspondence between the OVA and the Veterans' Administration.

UNCW keeps records of progress on veteran and nonveteran students alike. Progress records are furnished to the students, veterans and dependents, at the end of each scheduled school term.

The retention chart below will apply to all veterans and dependents using GI benefits for their education at UNCW.

Total	Required Quality Point
Hours	Average for Eligibility
Attempted	for Continuing Certification
27 to 58	

THE WRITING PLACE

The Writing Place offers one-to-one tutoring for any academic writing assignment. Our tutors can help students get started with a paper, offer aid in the development and organization of a paper, and demonstrate strategies that help writers at each stage of the composing process. We are staffed by student, faculty, and community tutors. The Writing Place also makes available, for appointment, micro computers for word processing only. We are open from 10 a.m. until 9 p.m. on Monday through Thursday, and 10 a.m. until 3 p.m. on Friday, and 5 p.m. until 9 p.m. on Sunday. To schedule an appointment, call extension 3549 or stop by 203 Morton Hall.

UNIVERSITY UNION

The University Union is seen as the living room of the campus. Providing a variety of services for faculty, staff, and students, the Union also houses several offices: Career Planning & Placement, LivWell/Alternatives! Center, University Advancement, Fledgling, Greek Life Office, Minority Affairs, Postal Services, Seahawk, Student Government Association, Student Activities, University Program Board, WLOZ radio and the University Union administration.

Information Center

The Information Center is located on the first floor of the University Union and is open Monday-Friday, 8 a.m.-10:00 p.m., Saturday noon-10:00 p.m., and Sunday, noon-10 p.m. During school vacations the Information Center is staffed 8 a.m.-5 p.m. Some of the services provided by the Information Center are:

- · Student addresses and telephone numbers
- · Campus lost and found
- Campus-wide vending machine refunds
- Change
- · Recreation and games equipment check-out
- Community and campus event information and ticket sales
- Wilmington area information and maps
- Bus and plane schedules
- Daily University Union schedule
- · Campus maps and telephone numbers
- Discount movie tickets
- · Area restaurant menus
- Magazine check-out

If you have any questions about the campus or the Wilmington area, feel free to drop by the Information Center or give them a call at 395-3841 or 395-3846. They have the answers!

Student Activities

The Student Activities Office provides advice and guidance to all campus organization leaders, and helps coordinate such diverse student interests and activities as fraternities, sororities, student publications, University Program Board, campus and community volunteer work, and campus-wide clubs and organizations. The office publishes a monthly activities calendar, the Channel Marker, and an annual planning calendar.

Recreation and Games Areas

The University Union provides numerous recreation and game opportunities. The Union has championship-size billiard tables, table tennis, and current video games, available to all students, faculty, and staff for a nominal charge. The Union provides all the necessary equipment to use these areas. The Union also sponsors various recreation and game tournaments throughout the school year and weekly specials such as half-price billiards on weekends.

Hawk's Nest

ARA Food Services operates the campus snack bar on the first floor of the Union. Serving a wide variety of foods, it is also a popular gathering place, and is available for catered events by advance reservation.

Wachovia Teller II

Wachovia Bank has an automatic teller machine in the Union, conveniently located across from the Post Office. Wachovia Teller II is a participant in the Cirrus System, a banking network which enables users to use most North Carolina bank cards with the machine.

Volunteer Opportunities

The Union Director compiles and provides information to help students and faculty find suitable volunteer positions in the community. There are plenty of opportunities available for students regardless of their skills, interests, or talents. A "Volunteer Opportunities" booklet is distributed each fall which outlines many agency positions.

IDENTIFICATION CARDS

ID cards are issued to all students and are used for admittance to University functions and for identification on and off campus. ID's are made and issued during the first days of the semester in the University Union.

Part-time students receive a permanent part-time, plastic ID card provided they pay a one-time ID fee of \$2.00 and are enrolled for 5 hours or less. Full-time students receive a permanent, pictured ID card, provided they have paid a one-time ID fee of \$10.00 and are enrolled for 6 hours or more. If a part-time student changes to full-time, a pictured ID will be made at a cost of \$8.00 provided they return the part-time ID to the ID center.

There is a \$10.00 charge to make a duplicate full-time ID card and a \$2.00 charge to make a part-time ID if the original is lost. Replacement ID cards can be obtained in the ID Office in the Student Support Services Building, Monday through Friday, 7:30 a.m.-5:00 p.m.

ID's are used to check books out of the library, get into the gymnasium, cash checks at the Bookstore (\$20.00 limit), vote at student elections, pick up diplomas at Registrar's Office, pick up checks at the Financial Aid and Cashier's Office, attend athletic events, and receive a basket card from the locker room in Hanover Hall.

MINORITY AFFAIRS

The Office of Minority Affairs, located in Room 211 of the University Union, is responsible for the implementation of programs and activities designed to enhance the overall experiences of minority students at UNC Wilmington. Some of the services/activities offered by Minority Affairs include:

- Minority Mentor Program
- Tutorial Assistance Program
- Workshops
- Black History Month Programs

The director invites all students to visit the office or call 395-3832 or 395-3439 to discuss ways in which the office can be of service.

UNIVERSITY BOOKSTORE

The University bookstore is located in the Student Support Center on the corner of "G" Street at Riegel Road.

Store Hours

Normal operating hours are 8 a.m. to 5 p.m. Monday through Friday. The fall and spring semester hours are extended until 8 p.m. for the initial two weeks.

Check Cashing

A valid ID is required to cash your personal check or one from your parents, not to exceed \$20.00 over your purchase. Your local address, ID number and phone number must be on the check. Three weeks prior to semester ending, checks will be honored for purchase amount only. A \$10.00 fine will be assessed on each returned check.

Textbook Refunds

Full refund for new and used textbooks will be made during the first three weeks of classes upon presentation of your cash register receipt (one week for summer). All new textbooks MUST be clean and unmarked.

Defective books will be replaced at no charge and should be returned at once.

Buy Back

Buy back days are conducted after each semester during exams. The bookstore will pay 50 percent of current selling price providing they can use the book in the following semester. Should the bookstore be unable to purchase your book at these terms, a wholesale price will be offered.

A valid ID is required for the selling of books during this time, and you must sign for books sold.

Services

Check Cashing Special Orders Caps & Gowns Announcements Class Rings

UNIVERSITY POST OFFICE

A U.S. Post Office and student post office boxes are located on the first floor of the University Union. Each student is provided a post office box in which all mail (with the exception of grades and tuition bills), including advising and pre-registration materials and all disciplinary correspondence, is delivered. Students are expected to check their post office boxes regularly.

Boxes are assigned at the beginning of the fall semester for the full academic year and are cancelled at the end of the spring semester.

Keys to the boxes are issued at the Post Office. Post office box keys must be returned when any of the following three (3) events occur:

- a. You withdraw from school
- b. You are not returning the next semester
- c. At the end of the Spring and Summer II semesters

There is no deposit required for the keys, but a \$10 replacement charge will be levied for lost or unreturned keys.

All services are available at the Post Office (stamps, money orders, etc.). The window hours are 8:30 a.m.-4:30 p.m. Monday through Friday with the exception of federal and University holidays.

When a student will no longer be enrolled at the University, a change of address card should be filled out and left with the Post Office.

RANDALL LIBRARY

The William Madison Randall Library is named for the President Emeritus of Wilmington College. The present facility has a seating capacity for over 900 readers and space for approxi-

mately 480,000 volumes.

The Randall Library currently houses several collections, including approximately 250,000 monograph volumes shelved in open stacks according to the Library of Congress Classification System, over 50,000 bound periodical backfiles, and a fast-growing audiovisuals collection. Over 4,700 serial subscriptions are in effect, and extensive backfiles are maintained in both bound volumes and in microformat. Copy machines are readily available for printed and microformat materials.

The Library is a partial depository for United States government publications, and this collection now consists of approximately 312,000 titles. North Carolina government publications

are also collected and shelved for easy access.

An audiovisuals area with 18 listening stations and equipment for viewing videocassettes is available for the Library's users. Study rooms are available for small groups to study together, and a 73-seat auditorium is equipped for various types of audiovisuals use.

Early in 1988 the Library implemented an online catalog and circulation system, designed to improve access to the general collection and to expedite borrowing and returning materials. Online access to the catalogs of various other UNC System

libraries is also available.

The Library is open over 98 hours per week during the two regular academic sessions. Reference librarians are available to provide information and assistance in using the Library's facilities and informational resources. The hours are 7:30 a.m.-midnight, Monday through Thursday; 7:30 a.m.-9.m., Friday; 10:00 a.m.-6:00 p.m. Saturday; and 1:00 p.m.-midnight, Sunday.

Students are expected to learn the Library's policies and operating procedures, and use the Library within these necessary guidelines. Student ID's are required to borrow library materials. Suggestions concerning the Library's policies and procedures are actively solicited and are always welcome.

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is responsible for and provides law enforcement, safety, and security services to the UNCW community. The department is divided into three sections: Police Operations, Prevention and Investigations, and Campus Safety.

The Police Operations section is the largest and most visible element of the Department of Public Safety. Uniformed cam-

pus police officers are on duty twenty-four hours a day every day of the year. Each police officer is a fully sworn and certified law enforcement officer who has arrest authority as authorized by N.C.G.S. 74A.

A large number of uniformed student employees are attached to the Police Operations Section. These students provide patrol, parking enforcement, crowd and traffic control, building security and walking escorts. Their efforts are concentrated in the areas where students live.

Two police officers are assigned full time to Prevention and Investigations. These officers coordinate special requests for officers, assist various groups and individuals with crime prevention programs, and perform criminal investigations.

The Campus Safety Coordinator is responsible for a wide variety of safety programs. The most prominent among these are OSHA, Radiation Protection and Hazardous Materials. All employee and student accidents should be reported as soon as possible for investigation and correction of any factors that may have contributed to the injury.

The department is responsible for emergency preparedness and management. Fires, explosions, severe weather and other emergencies will initiate a response by this department.

The Department of Public Safety encourages each UNCW community member to be aware of and responsible for his or her own safety and security.

CAMPUS PARKING

Students and employees of the University are responsible for the registration of their respective vehicles and for compliance with rules and regulations governing the operation of these vehicles on University property. In the interest of fairness and legality, these rules and regulations apply equally to the public, University employees and students. The cooperation of vehicle operators in the administration and enforcement of traffic and parking regulations will enhance the convenience, safety, and general welfare of the University community.

Vehicle Registration

Students and employees of the University who operate or park a vehicle on the University campus must register their vehicle at the Parking Administration Office in the Student Support Center. All student vehicles must be registered annually at the beginning of the fall semester or within 48 hours after the first class of the fall/spring semesters and both summer sessions. Vehicles of students who register for classes after the beginning of the fall/spring semesters and both summer sessions must be registered within 48 hours of that date. All student decals, regardless of the date of issuance, will expire at the end of the academic year.

Temporary Registration

In unusual circumstances, a student or faculty/staff member may obtain a temporary permit to operate an unregistered vehicle on the campus for a period not in excess of two weeks. If the individual has registered a vehicle on campus, the temporary permit is issued without charge. If the individual has not registered a vehicle on campus, a fee of \$4.00 per week will be charged.

Designated Parking

- A. Parking spaces for students are outlined by white lines.
- B. Parking spaces for employees are outlined by will miss.

 B. Parking spaces for employees are outlined by yellow lines. Employees may park between white lines when designated employee parking is not available.
- C. Parking spaces for visitors are outlined by yellow lines and identified by appropriate signs.

 Parking spaces for handicapped persons are outlined by yellow lines and identified by appropriate signs.

E. Residence hall students may not park at the front of campus between 7 a.m. and 3 p.m., Monday through Friday.

Appeals Procedure

Students and employees may appeal traffic or parking citations to the Parking and Traffic Citation Board. The following steps should be taken in the appeals process:

 A. The Traffic appeal form may be obtained from the Parking Administration Office within seven (7) days from the date of the citation.

B. The appellant initiates an appeal by filing a traffic appeal form within the Parking Administration Office. A written detail justification should be attached to the form. The Review Board will consider an appeal based on the written material submitted. However, appellants may request permission from the Board to present appeals in person.

C. Appellants will be notified by letter of the Review Board's decision. Those appeals that are denied must be paid at the University Cashier's Office within seven (7) days.

OFF-LIMITS PROPERTY

The eastern section of the University's property, which is undeveloped, should not be used for any purpose by students.

Comprising approximately 60 percent of the total campus, the area is posted with "No Trespassing" signs, which should be observed.

THE STUDENT HEALTH AND WELLNESS CENTER

The UNCW Student Health and Wellness Center (SHWC) is located in the north entrance of the Student Support Center and is open daily Monday - Friday from 8:30 a.m.-6:30 p.m. The telephone number is 395-3280 (EMERGENCY-day-395-3061). A Hanover Medical Specialists (HMS) physician is on call for urgent or emergency medical care after 6:30 p.m. Monday-Friday, and on weekends (telephone 763-5182).

The SHWC professional staff includes a physician, physician assistant, a nurse practitioner, and other health care professionals.

Eligibility for Service

The health fee is included in the student fee and entitles all students taking six or more credit hours (living on or off campus) to health care services. Students taking less than six hours or who choose to remain in Wilmington during the summer months and are registered for fall classes may elect to purchase the SHWC service. (Please contact the SHWC office.)

Each newly admitted UNCW student is required to have the following complete and up-to-date forms on file in the SHWC prior to enrollment:

- 1. Report of Medical History and Physical Examination.
- Immunization Record required by the N.C. Immunization Law (G.S. 130A-152).

Scope of Services

In addition to the treatment of general medical problems, the scope of services include laboratory testing to diagnose a variety of medical problems, allergy injections, gynecologic examinations and counseling, weight control and nutrition counseling, smoking cessation, crisis intervention and referral as indicated. The Office of Health Promotion located in the LivWELL/ALTER-NATIVES! Center (University Union) sponsors the Wellness

Resource Center (videos, pamphlets, books) and numerous opportunities for healthier lifestyles through its LivWELL series which includes an annual health promotion event.

Students requiring services of an internal medicine specialist will be referred to the office of Hanover Medical Specialists (HMS), P.A. Cost beyond those for an initial history and physical examination will not be covered by the student health fee and will be the responsibility of the student. Specialty diagnostic testing or testing for chronic illnesses is NOT covered by the student health fee. Referrals to specialists (Dermatologists, Gynecologists, Orthopedists, and General Surgeons) other than HMS physicians are NOT covered by the health fee. Therefore, it is very important that you avail yourself of the Student Group Health Insurance which is available at a reasonable cost. Forms are available in the SHWC and in the Office of the Dean of Students.

Emergency Procedures

Notify SHWC at 395-3061 for assistance or questions. After hours and on weekends call HMS at 763-5182.

Students involved in serious accidents, or who appear to be seriously ill and/or require immediate hospital emergency care, should be taken to the emergency room as quickly as possible in a private car or by rescue squad. Campus security personnel can also be of great assistance to you in these emergency situations. In all cases, the physician on call from Hanover Medical Specialists office should be notified. This physician is available 24 hours a day. He/she will personally provide emergency treatment for serious medical problems or, in cases when the nature of the illness or injury or other circumstances warrants it, will assist in obtaining care from a qualified physician.

Medical Excuses

The SHWC does not issue routine medical excuses. An instructor with your permission may verify that a "health problem" did exist and get an estimate of the extent of your disability. Specific details will not be released without your written consent. A health service professional may recommend a reduction of your course load or medical withdrawal from the University.

Confidentiality

All patient/health care provider interactions are confidential. All charts and records are CONFIDENTIAL and parents, relatives, or friends DO NOT have access to any information about you, without your written consent.

OFFICE OF RESIDENCE LIFE

The Residence Life staff is committed to providing students with opportunities for diverse and meaningful learning experiences outside of the classroom. The Residence Life program facilitates this growth for each resident through a variety of opportunities for educational development, social interaction and athletic competition. These positive experiences in community living, self-discipline, and decision-making enhance on campus life. The Associate Dean of Students for Residence Life invites all students to stop by to ask questions and offer suggestions about living on campus. The Office of Residence Life is located in the Residence Life Activities Center.

Note: For more detailed information please refer to Section VII-University Owned Residences (page 32) and the Housing and Residence Life Booklet which is available from the Office of Residence Life, Housing Office, and the Office of the Dean of Students.

Associate Dean of Students for Residence Life

The Associate Dean of Students for Residence Life has primary responsibility for supervising and coordinating all aspects of student life in the University Residence Life program. This responsibility includes selecting, training and supervising professional and student staff, coordinating residence education programming, and monitoring student behavior in the residence halls and apartments.

Area Coordinators for Residence Life

The two Area Coordinators are full-time master's degree prepared, live-in professionals who report to the Associate Dean of Students for Residence Life. These individuals are assigned to specific groupings of buildings and are responsible for supervising undergraduate staff and implementing the Residence Life program. The Area Coordinators work actively with staff and students to promote a positive community environment.

Resident Directors

The Resident Director is an upperclass student assigned to a specific residence hall and supervised by an Area Coordinator. The Resident Director is responsible for the general operation of his or her hall, including supervision of resident assistants; implementation of educational, social, and recreational programs, and enforcement of University policies.

Resident Assistants

One of the most helpful and resourceful persons that you will interact with is your Resident Assistant. This individual's overall responsibility is to provide leadership, assistance, and support to you and the other members of your floor or apartment. The R.A. is your primary resource for information and

assistance with any type of concern. Their major responsibilities are: (1) getting to know each person in the unit, (2) familiarizing students with residence hall/suite/apartment and University rules and regulations, (3) assisting with the enforcement of these rules and regulations, (4) helping residents maintan an environment for learning, (5) acting as a liaison between resident students and the Residence Life Office, (6) facilitating student-to-student and student-to-staff interaction, (7) assisting in the development of educational programs and (8) being on duty each evening from 7:00 p.m. to 7:00 a.m. Take advantage of your living situation and utilize your Resident Assistant.

Night Receptionists

Each resident hall has a Night Receptionist staff member who monitors the main entrance from 9:00 p.m. to 3:00 p.m. Sunday through Thursday and from 9:00 p.m. to 4:00 a.m. Friday and Saturday nights. This staff member enforces the escort policy, visitation hours and contributes to the general safety and security of the building.

Hall Government

Hall Government is composed of the residents in your hall or apartment area organized to promote a positive living environment and to discuss the issues, concerns and ideas of your residence hall. Each hall elects their hall's representatives—a president, vice-president, secretary, and treasurer—in accordance with the constitution by-laws. A \$5.00 activity fee is collected at the beginning of the fall semester to sponsor the activities and efforts of your hall government. Participation in hall government provides you with the opportunity to meet people while making a contribution to the residence halls, to develop leadership skills, by participating in training sessions, attending conferences, and working on projects within your residence hall community.

ACADEMICS

CHANGE OF NAME AND/OR ADDRESS

It is the responsibility of each student to give written notice to the Registrar's Office of any change in permanent address and/or name.

PREREGISTRATION

Preregistration for currently enrolled students is held each semester. Students who complete preregistration and pay fees by the designated date are registered. If declared academically ineligible at the end of the preceding semester, the preregistration is cancelled.

To preregister, you must:

- Obtain appointment with your advisor to obtain your Permit to Register and to plan your class schedule.
- Have your advisor sign your Permit to Register when your class schedule is completed.
- 3. Take your signed Permit to Register to the assigned Data Entry Station on or after the date indicated on your Permit.* You will be registered for all your classes. A copy of your class schedule will be available in your mailbox in the University Union the day after you preregister.

*You cannot preregister before the initial date on your Permit. If you attempt to preregister before this date, your preregistion will be cancelled.

Payment of Fees for Preregistration

If you have preregistered and you or your parents do not receive a bill, contact the Registrar's Office immediately. It is your responsibility to make sure that your payment is received by the cashier before the deadline published in the Schedule of Classes.

All scholarships, loans, credit balances, etc., must be verified through the Financial Aid Office and validated by the Cashier's Office. Failure to give proper notification to these offices prior to the payment date, or failure to pay fees for whatever reason, will result in the cancellation of your preregistration.

REGISTRATION

Registration is limited to the time period specified in the University calendar of events. Classes may not be added after the last day of registration. Students may take up to 18 hours without restriction. Students who have a cumulative quality point average of 3.5 may be allowed, with special permission of the appropriate dean, to carry a maximum of 21 semester hours.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to graduate in 8 semesters, a student must average 15 to 16 hours per semester. The required number of hours passed for each classification is as follows:

Less than 27 semester hours credit - Freshmen From 27-58 semester hours credit - Sophomore From 59-88 semester hours credit - Junior More than 88 semester hours credit - Senior

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining the grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

COURSE REPEAT POLICY

Students who receive a grade of "C" or better in a course may not repeat the course but may audit it without credit.

Students who receive a grade of "D" in a course taken at UNCW may, after consultation with their academic adviser and with the appropriate academic dean, repeat the course once at UNCW and receive the grade given for the second attempt. Although no additional credit in hours earned toward graduation will be granted, the original grade will not be used in determining the grade point average of the student. The original grade will remain on the student's permanent academic record. This policy is effective beginning with the Fall semester, 1985.

Students who receive a grade of "F" in a course taken at UNCW may, after consultation with their academic adviser and with the approval of the appropriate academic dean, repeat the course once at UNCW and receive the credit hours and the grade. The original grade will not be used in determining the grade point average of the student although it will remain a part of the student's permanent academic record. This policy is effective beginning with the Fall semester, 1985.

Students who receive a grade of "D" or "F" in a course taken at UNCW may, after consultation with their academic adviser and with the approval of the appropriate academic dean, repeat the course more than once at UNCW. However, the credit hours of the course and the grade received will be included in determining the grade point average of the student each time the course is repeated.

GRADES AND REPORTS

The University of North Carolina at Wilmington uses the quality point system and semester hour credit for calculating student achievement. Grade symbols used are A-Excellent, B-Good, C-Average, D-Passing, F-Failure, I-Incomplete, W-withdrawal.

Quality points are assigned as follows: 4-A, 3-B, 2-C, 1-D. No quality points are given for a grade of I or F. The quality point ratio is determined by dividing the accumulated number of quality points earned by the accumulated number of semester hours attempted. Hours attempted for which a grade of I or F has been assigned must be included in this calculation.

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student. All in-

complete grades must be removed according to a deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the incomplete was given; otherwise, the I becomes an F.

Grade reports are mailed to the student's permanent address at the end of each semester.

WITHDRAWAL POLICY FOR UNDERGRADUATE STUDENTS

A student is allowed to withdraw from the University or from individual courses through the first week of the semester without having a grade entered on the academic record. Inclusive of the second through the sixth week of the semester, any student who withdraws from the University or from individual courses will receive a grade of W. A grade of W will not affect the student's grade point average. Beginning with the seventh week of the semester, a grade of F will be assigned for each course withdrawal.

To withdraw from an individual class or classes, the student must submit a Schedule Revision Form(s) to the Registrar's Office prior to the last day for withdrawal as indicated in the University Calendar of Events. To withdraw from all classes, the student must process an official Withdrawal Form through the Office of the Dean of Students. If the student is unable to appear in person to withdraw, written notice must be sent to the Office of the Dean of Students.

Should extenuating circumstances warrant, the grade of F assigned for course withdrawal may be changed to a W. This determination will be made by the dean of the school or college in which the student is enrolled. It is the student's responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred.

GRADE APPEAL PROCEDURE

Any student who protests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of the next regular semester.

The student shall present the appeal in writing to the chairman of the department within which the protested grade was awarded. By conferring with the student and the instructor, the chairman will seek resolution by mutual agreement.

Failing such resolution, the department chairman will transmit the written appeal to the appropriate dean, who will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the convening dean and five faculty members appointed by the dean. If the committee affirms the instructor's decision, the dean will notify in writing the faculty member, the student, and the department chairman as appropriate. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. If the re-evaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the re-evaluation is final and may not be appealed further.

DEAN'S LIST

A grade point average of 3.5 or better with no grade less than B is required for students taking 12-14 hours. A grade point average of 3.2 or better with no grade less than B is required for students taking 15 or more hours.

ADVANCED PLACEMENT

The University of North Carolina at Wilmington participates in the advanced placement programs of the College Entrance Examination Board. A brochure listing the examination's required minimum scores, course equivalents, and credits awarded is available through the Registrar's Office or the Admissions Office. A freshman who scores a 3 or above on the Advanced Placement test will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Individual departments have determined the specific courses for which credit will be given.

CHANGE OF MAJOR

To request a change of major, a student assigned to the General College or to a department in the College of Arts and Sciences should go to the General College Advising Center, located on the second floor of Randall Library. A student assigned to the School of Business, School of Education, or School of Nursing should go to the office of the dean of that school to request a change.

RETENTION CHART

Scholarship is both encouraged and required at The University of North Carolina at Wilmington. In order to remain at the University, all students must meet the quality point requirements as outlined below:

Total Hours Attempted	Average for Eligibility To Continue in the University
6-26	
27-58	
59-88	
89 or more	

Transfer students are placed in the above retention chart based on total hours transferred from all institutions attended. A transfer student's quality point average is computed only on work attempted through The University of North Carolina at Wilmington.

GRADUATION REQUIREMENTS

Application for graduation must be filed in the Registrar's Office on or before the dates specified in the University calendar.

Students may qualify for the bachelor's degree by completing successfully (1) the basic studies requirement, (2) an approved course of study in an area of concentration, (3) a total of 124 semester hours of credit, and (4) a minumum quality point average of 2.0. The final 15 hours of credit required for the concentration must be completed at The University of North Carolina at Wilmington.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing the final 30 hours of course credit are completed at UNCW. Upon completion of all requirements, the student will receive either the Bachelor or Arts or the Bachelor of Science degree.

All graduates are invited to participate in commencement exercises which are held after the spring semester.

Caps and gowns are required for commencement exercises and may be picked up at the bookstore approximately one month before commencement. Also, announcements may be purchased at the bookstore.

Students must pay all University fees and fines prior to receiving their diplomas.

DEGREES OF DISTINCTION

Three degrees with distinction are granted to graduating students based on all work attempted in meeting requirements for the degree as follows:

Cum Laude for all overall average of 3.50
Magna Cum Laude for an overall average of 3.70
Summa Cum Laude for an overall average of 3.90

Degrees with distinction are granted to transfer students under the following conditions:

- The student must have the required overall average on all work attempted (including any transfer hours attempted).
- The student must have the required average on work completed at The University of North Carolina at Wilmington.

Students who complete the Senior Honors Program satisfactorily will be graduated "With Honors in" the discipline in which the special work is undertaken.

RESIDENCY STATUS FOR TUITION PAYMENT

Residency status for tuition purposes is defined in the North Carolina General Statutes as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification. the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or courtappointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the state, this fact shall be prima facie evidence of domiliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of the state, this fact shall be prima facie evidence of non-domiciliary status of the individual. (G.S. 116-143.1)

The initial classification of students as in-state or out-of-state residence for tuition purposes is made by the Admissions Office (undergraduate) and Graduate Office (graduate students). Appeals for in-state status may be made to the campus appeals body, Out-of-State Tuition Appeals Committee. University regulations governing residential classification of students are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of this manual. Students who are interested in referring to this manual can do so by going to the undergraduate Admissions Office, Office of the Dean of Students, the Recistrar's Office or Randall Library.

Äpplications for Residence and Tuition Status can be obtained from the undergraduate and graduate Admissions Office, or the Registrar's Office. After completing the application, the student must turn it in to the Registrar's Office.

ACADEMIC REGULATIONS—GRADUATE STUDENTS

Graduate students should refer to the graduate studies section of the University catalog for policies and procedures.

STUDENT GRIEVANCE PROCEDURE

Any student who believes that he or she has a legitimate grievance against another student or University employee may seek resolution of that grievance through the student grievance procedure. This procedure shall be applied to individual grievances other than (1) a grade appeal which is covered by the Grade Appeals Procedure, or (2) matters within the jurisdiction of the University Judicial System. Complaints involving a grade or other academic matter must be filed before the last day of the next succeeding regular semester. A complaint that is not academic related must be filed within thirty (30) days of the date the alleged incident occurred or from the date of the consequences of the alleged incident.

Procedure

Any student wishing to file a grievance should first discuss his or her complaint with the Dean of Students or the Federal Compliance Officer. The Dean of Students or Federal Compliance Officer will advise the student of the steps in the grievance process and, depending on the nature of the grievance. direct the student to the appropriate reviewing officer. Complaints against faculty members and EPA employees shall be referred to the appropriate Academic Dean, Director, or other University official who has most direct administrative jurisdiction over the person whose conduct is complained of, and complaints against SPA employees shall be referred to the Director of Personnel. Complaints may be made orally or in writing to the appropriate reviewing officer. Before either an administrative or grievance inquiry is begun, that officer must record the complaint in written statement identifying the grievant, the conduct complained of, and the employee alleged to have engaged in it. A copy of this record shall be provided in every case to the Federal Compliance Officer.

When a complainant seeks personal redress for an alleged wrong, then he or she must be willing to be identified to the person charged. If the complainant is willing to be identified, the reviewing officer will notify the person charged in writing, stating the complaint and indicating that an informal inquiry will be conducted. If the complainant is not willing to be identified or ceases to seek personal redress, he or she should be advised that the institution, if it determines that such action is necessary, may pursue an inquiry on the institution's behalf and in its name rather than that of the individual. Administrative procedures are initiated by the institution to assure appropriate conduct by its employees, e.g. when the institution seeks to prevent likely recurrence of apparent improper conduct, even though no individual complainant wishes to pursue a personal grievance.

If the grievance cannot be resolved at an informal level, then the student may file a formal complaint with the Vice Chancellor who has administrative jurisdiction over the person named in the complaint. The Vice Chancellor will convene the student grievance panel. The chairperson of the Student Affairs Committee, after consultation with the appropriate Vice Chancellor and in consultation with the Student Affairs Committee, will appoint no less than five persons representing faculty, students, and staff when appropriate, to hear the grievance. Upon hearing the grievance, the student grievance panel shall make its recommendation to the Vice Chancellor who will render the decision. If the Vice Chancellor's resolution is not satisfactory to the complainant, he or she may appeal the Vice Chancellor's decision to the Chancellor who will render the final decision.

STUDENT LIFE

STUDENT GOVERNMENT ASSOCIATION

The UNCW Student Government Association prides itself on its accomplishments as the student body's representative to the University administration and the community. Student Government receives a student fee to direct various projects and provides the basic financial support for some organizations, and government bodies.

Student Government is modeled after state and federal governments with democracy as the focal point. Executive officers are elected by the student body each spring, and legislative representatives are elected from each class and at large, in the fall and spring. There is also a full judicial branch of a SGA, whose members are elected and appointed by the students.

Students wanting to serve on advisory committees and boards or to voice their concerns are encouraged to come by the Student Government Office, Room 200 University Union, or to attend Monday night Senate meetings. All students are encouraged to participate.

UNIVERSITY PROGRAM BOARD

The University Program Board is composed of seven committees of highly energetic, creative students dedicated to the task of bringing quality activities to UNCW. The board is designed to streamline the method of programming and coordinate student efforts to offer a broad range of cultural, entertaining and social events.

UPB programming includes films, lectures, concerts, dances, coffeehouses, live performances, fine art programs and many special events.

Events that the UPB has sponsored in the past include the Halloween Dance, REM, Stanley Jordan, Larry Linville, Randell Sheridan, Tim Settimi, Barry Sobel, student talent night, comedian Steven Wright and Spring Week—a week of fun-filled events highlighted by the Sea-Side Jam outdoor concert.

The UPB experience includes planning, producing, and evaluating each event. In addition students acquire skills in contract negotiation, time and budget management, delegation and much more. The University Program Board has six committees: Concert, Special Events, Minority Arts, (coffeehouse), Fine Arts and Lectures, Film and Video. For more information about the University Program Board, call 395-3842 or come to the weekly meetings on Mondays at 5:30 p.m. in Room 201 of the University Union. The UPB Office is located in the University Union Room 202C. Feel free to stop by and see us.

STUDENT ORGANIZATIONS

A variety of social, academic, and service organizations enhance student life at The University of North Carolina at Wilmington. National sororities and fraternities on campus recognize students for their leadership and service. Several departments in the University have locally and nationally organized groups to stimulate interest in specific areas and to develop professional attitudes. The following is a representative listing:

Student Government Bodies

Atlantis Fledalina

Interfraternity Council

Panhellenic Council

Seahawk

Student Government Association

University Program Board

WLOZ Campus Radio

Scholastic Honorary Societies

Alpha Kappa Delta

Phi Epsilon Kappa

Phi Eta Sigma

Phi Kappa Phi

Pi Sigma Alpha Sigma Pi Sigma

Registered Student Organizations

American Collegians for Independent Democracy

American Marketing Association

Baptist Student Union

Black Student Union of UNCW

Campus Crusade for Christ

Economics Club

Enalish Club

Fellowship of Christian Athletes

Fellowship of Christian University Students (F.O.C.U.S.)

Geology Club

Gospel Choir

Intervarsity Christian Fellowship

Museum of World Cultures Club

National Association for Advancement of Colored People

(NAACP)

National Student Nurses' Association

Non-Traditional Students Organization

North Carolina Student Legislature (NCSL)

Nurses Christian Fellowship

Outdoor Adventure Club

Phi Beta Lambda

Pi Mu Epsilon

Political Science Club

Senate Club

Smooth Talkers (Toastmasters) of UNCW

Sociology Club

Surf Club

UNCW Association of Nursing

UNCW Biology Club

UNCW Catholic Campus Ministry

UNCW Chapter of Student Affiliates of the American

Chemical Society

UNCW Club Football

UNCW College Democrats

UNCW College Republicans

UNCW Crew Team

UNCW Dance Team

UNCW Geography Club

UNCW Health Sciences Club

UNCW Historical Society

UNCW Port Propeller Club

UNCW Racquetball Club

UNCW Recreation Majors

UNCW Rugby Football Club

UNCW Scuba Club

UNCW Student Council for Exceptional Children

UNCW Ultimate Frisbee Club

UNCW Wrestling Club

Service Fratemity

Alpha Phi Omega

Social Fraternities

Alpha Phi Alpha

Chi Phi

Delta Sigma Phi

Delta Tau Delta

Kappa Alpha Psi Kappa Sigma

Omega Psi Phi

Pi Kappa Phi

Psi Theta Chi

Sigma Alpha Epsilon

Social Sororities

Alpha Delta Pi

Alpha Kappa Alpha

Alpha Xi Delta Delta Sigma Theta

Delta Zeta

Gamma Delta Chi

Zeta Phi Beta

UNIVERSITY THEATRE

The University Theatre is an educational theatre dedicated to the creative advancement of the dramatic arts. Three to four major plays are presented during the academic year with experimental work produced on demand.

The University Theatre provides an environment for students to participate in and learn about all aspects of theatre in its educational, recreational, and experimental forms, as audience members, actors, technicians, and crew members.

For information concerning auditions and performance, contact the Division of Drama of the Department of Creative Arts.

UNIVERSITY CHAMBER THEATRE

The University Chamber Theatre offers students an opportunity to participate in the group performance of literature. Performers experience the imaginative process of bringing literature to life, from short stories and novels to poetry and drama.

For information concerning auditions and performances, contact Carole Tallant, Division of Speech Communication,

Department of Creative Arts.

INSTRUMENTAL ENSEMBLES

The University Pep Band is open to all students and plays for most home basketball games. Credit for performance in this ensemble is available. Contact the Department of Creative Arts for further information.

The UNCW Wind Ensemble is organized each semester to provide instrumental music experience for students. Membership is open to any student who has had instrumental experience, with the approval of the director, and participants may earn credit. The UNCW Wind Ensemble presents concerts

each semester.

The UNCW Jazz Ensembles program consists of a large ensemble and smaller ensembles. The large ensemble performs contemporary big band music while the smaller groups perform jazz-fusion and/or mainstream jazz. Credit for performance in these ensembles is available. The UNCW Jazz Ensembles perform several concerts on and off campus each semester. Development of performance in the jazz idiom is stressed. These groups are open to any student who has had instrumental experience. Auditions for each group are held at the beginning of each semester. Further information may be obtained from Frank Bongiorno, Division of Music, Department of Creative Arts.

VOCAL ENSEMBLES

The UNCW Concert Choir is organized each semester to provide vocal musical experience for students who desire it. Membership is open to any student in the University with the approval of the director, and any participant may earn credit. Participation of non-music majors may be supplemented by private lessons, also for credit.

The University Concert Choir and its small ensemble, the Chamber Singers, regularly provide music for University functions, appear on radio and television, and act as ambassadors from the University at a wide spectrum of community functions. In 1982, the Chamber Singers performed at the World's Fair.

WILMINGTON SYMPHONY ORCHESTRA

The Wilmington Symphony Orchestra gives citizens as well as students the opportunity to use their musical talents in a cooperative endeavor. Five concerts are given during the school year. Rehearsals are held each Tuesday from 7:30 p.m. to 9:30 p.m. UNCW students receive one credit hour per semester. Membership is by audition. Interested students should contact Dr. Richard Deas in Kenan Hall, Room 116.

NON-TRADITIONAL STUDENTS

The term "non-traditional" refers to students who can be described as any of the following:

- · Persons who have been away from formal education (high school or college) for a period of time;
- · Are married, divorced, widowed, or parents;
- · Are interested in retraining for a new career or for a career advancement:
- Are veterans.

Approximately 1/4 of the student body meets these criteria. Non-traditional students are encouraged to become active in every aspect of campus life. In an effort to meet the needs of these students, the University has designated the Office of the Dean of Students (209 University Union) as a contact source for non-traditional students. Another resource is the Nontraditional Student Organization, established by non-traditional students to provide social and educational programming as well as friendship and support.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Who's Who is a national program now in its fifty-fifth year which annually recognizes outstanding campus student leaders for scholastic achievement, co-curricular involvement and community service. The program is coordinated by the Student Activities Office, University Union Room 202.

The award is open to juniors, seniors (minimum of 59 semester hours prior to the beginning of the fall semester) and graduate students who are nominated by UNCW faculty, administration or student organization presidents. To be nominated, a student must have: a 2.75 cumulative grade point average, been enrolled at UNCW for at least two consecutive semesters prior to the beginning of the fall semester, a minimum of 24 semester hours completed at UNCW, and enrollment in a degree program. Students may be named only once to Who's Who from UNCW.

The nomination process will be held from September 12 through September 30. Applications will be distributed to all nominees and must be submitted to the Student Activities Office by 5:00 p.m. on October 21. Any questions regarding the Who's Who process should be directed to the Student Activities Office.

PUBLICATIONS

Atlantis

Atlantis, the UNCW student literary-art magazine, is published twice a year. Atlantis is written, edited and designed by UNCW students. The magazine is sponsored by the English department and its creative writing program and funded by the SGA. Students are invited to sumbit poetry, short stories, and art to the Atlantis office and to apply for positions on the staff. The literary-art magazine aims to discover the creative talents of UNCW students.

Fledgling

Each year a staff of students at UNCW works to compile an accurate and meaningful account of life on campus. The publication is known as the Fledging and is distributed in the spring.

The staff tries to capture in pictures and words everything that happens, trying to represent and recognize every student in some way. Any interested student is eagerly welcomed to the Fledgling staff.

Seahawk

The regular weekly newspaper of the students of UNCW, the Seahawk, is a vital voice of University activities. It provides a forum for the expression of ideas, thoughts and open, honest communication. The staff is open to anyone who wishes to work as an editor, reporter, columnist, typist, artist, photographer or layout specialist. In addition to furnishing news articles, features and editorials for interest and entertainment, the Seahawk provides such services as free classified ads to those within the University community. The staff invites any interested person to visit the office located in the University Union.

Catalogues

Students are given one catalogue at the beginning of each academic year. After that, if the catalogue is lost, a copy may be purchased from the bookstore for a nominal fee.

ALTERNATIVES! SUBSTANCE ABUSE EDUCATION & PREVENTION CENTER

The Alternatives! program is responsible for providing a systematic and comprehensive set of services for substance abuse education and prevention to all segments of the University community. The center serves as a highly visible and accessible multi-media resource area containing drug education materials, as well as information on alternatives to drug use. Personal growth and self-concept enriching experiences are provided to students through alternative learning opportunities. The center serves as a clearinghouse for other campus and community resources, providing consultation, information, or referral as appropriate. Educational programs are provided as requested in conjunction with faculty; additional educational opportunities for the campus as a whole will be offered as needed.

The terms "substance" and "drug" are intended to include all psychoactive chemicals including alcohol, stimulants, depressants, opiates, and hallucinogens.

SUBSTANCE ABUSE ADVISORY BOARD

The UNCW Substance Abuse Advisory Board, a group of student, faculty, staff and community volunteers, serves as a vehicle for the university community to work cooperatively toward providing accurate information about the effects of alcohol and other drugs, encouraging deliberate and responsible decision making about alcohol use, and avoiding the un-

necessary use of chemicals in one's lifestyle.

Information sessions about health risks, decision-making, safe drinking attitudes, legal responsibilities, party planning, and University regulations are available to students, clubs, organizations and residence life groups. Students who want more information about these services should contact the Office of the Dean of Students, 209 University Union or the Student Health and Wellness Center.

INTRAMURALS

Objectives of the Intramural Program

The Intramural Office conducts a program of varied activities to provide students with the opportunity to participate in organized individual and team sports. The program does not require the intense training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition and good sportsmanship.

The intramural program will attempt to contribute to the student's overall educational experiences by providing:

- Organic vigor, strength, endurance, and emotional readiness through competition in enjoyable activities that relieve tension and encourage companionship.
- 2. An opportunity to participate individually or on a team in a wholesome program.
- An opportunity to participate in activities which will carry over into later life.
- An opportunity for the development of sportsmanship and a respect for the will of others.

How to enter an Intramural Activity

Most of the Intramural Sports Program has been computerized to allow students to:

- Advise us of their specific sport interests.
- 2. Sign up their team for each team sport.
- Sign up as an individual who wishes to be placed on a team.
- Sign up for each individual activity offered by the Intramural Department.
- 5. Print out their team's schedule.
- 6. Print out the standings for their Intramural League.
- Stay in tune with upcoming activities, deadlines and events which are rescheduled.
- See which activities will be played during the upcoming week.
- 9. Tell us what sports you are interested in participating in.

In order to utilize the computers for maximum communication:

- Go to a computer cluster in SS221, Bear 215, Morton 205, or the Library.
- If you are new at computer operations please ask the consultant on duty to help you log in.
- Type "VXA", when the "connected" prompt appears, strike [CR] until you receive the username prompt.
- Type "INTRAMURALS" in response to the username prompt and "SPORT" for the password prompt.
- 5. Choose a number as instructed on the screen menu.

- Help is embedded within the program as you go along or the consultant can assist you with any difficulty you might encounter.
- Should you need further assistance feel free to call 395-3261.

Policy

When an individual participates on an intercollegiate team (varsity or junior varsity) through the first team cut, he or she forfeits the right to intramural participation in that sport, and closely related sports (i.e. basketball, free throws, one-on-one, three-on-three) for the remainder of the current academic year and the following academic year. Following the "lay out" year the individual may re-enter the "intramural ranks" with no restrictions.

The student is responsible for medical expenses incurred as a result of any injury during an intramural activity.

Sportsmanship

A part of the philosophy of the intramural program is that good sportsmanship is vital to the conduct of every contest.

To encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions to warn, penalize, or eject players or teams for poor sportsmanship. These decisions are final. The University Intramural Advisory Committee will rule on further penalties for unsportsmanlike conduct. The following are considered to be evidence of unsportsmanlike conduct:

Profanity.

Unnecessary delay of game.

Striking or shoving an opponent (automatic ejection from the game).

Arguing with officials concerning decisions (discussion is allowed as long as it is done in a mature manner by the team captain only).

Derogatory and abusive remarks toward an opponent, official, or spectator.

Any action which is intended to physically injure an opponent.

Any action which shows disregard for the rules or policies of the intramural program.

Divisions of Intramural Competition

All activities provided by the IM Department can have three divisions: men's, women's, and co-rec. The number of divisions is determined by the number of entries.

Awards

Certificates are awarded to league champions and overall champions in each sport.

VARSITY AND JUNIOR VARSITY CHEERLEADERS

Varsity cheerleader tryouts for students are held in the fall and spring of each year and junior varsity cheerleader tryouts for students are held in the spring of each year. If you are interested, contact the Athletic Office located in Trask Coliseum.

Mascot tryouts will also be held in the spring of each year.

ATHLETICS

The University holds membership in the National Collegiate Athletic Association and is a member of the Colonial Athletic Association. There are eight intercollegiate teams fielded for men and seven for women.

Men's varsity sports include soccer, basketball, tennis, golf, baseball, swimming, cross country, and water polo.

Women's varsity sports include volleyball, basketball, tennis, golf, softball, swimming and cross country.

A tryout period for each varsity sport is held for students interested in participating.

An intercollegiate varsity men's and women's track and field program is planned for 1989-90.

Tennis Courts

The tennis courts, located beside Hanover Hall Gymnasium and behind Gallaway Hall, are available for all students, faculty and staff. A valid ID is required. Courts are generally open from 3 to 9 p.m. or at any time there are not physical education classes scheduled.

Exercise and Training Facilities

The weight training and exercise facilities of Trask Coliseum are available throughout the day to members of the University community. Consult the management of Trask for rules and regulations governing use of these facilities.

Swimming and Diving

The pool facilities of Trask Coliseum are available to students, faculty and staff at various hours of the day. Free swim hours are posted, and a diving tank is also available.

Check pool regulations before using the facilities to assure you have the proper gear and attire.

Check bulletin boards in pool area for updates and time changes in free swim hours.

Handball and Racquetball

The handball and racquetball courts are available for student use during non-class hours. Courts must be reserved prior to use on the same day you wish to play. Equipment is provided for your use when you present a valid ID to the attendant.

Basketball and Volleyball Courts

In the afternoon and evening during non-class hours, students can use the basketball and volleyball courts in Hanover Hall Gymnasium. Time for court use fluctuates depending on intramural sports schedules.

HAROLD GREENE TRACK AND FIELD FACILITY

The track and field facility, located adjacent to the tennis courts, is available for all students, faculty and staff at various hours of the day. A valid ID is required. Consult the management of Trask for rules and regulations governing the use of this facility.

SERVICE DIRECTORY

Academic Advising
Freshmen
Sophomores, Juniors, and SeniorsSchool or College
Address Change
Address Information
Advisor Assignments
Advisor Change
ALTERNATIVES! Center
Alumni Information
Audit Application
Bicycle Registration Department of Public Safety
Calendar of Events
Campus Minister Vice Chancellor for Student Affairs, 101 Alderman
Career Counseling
Cashing Checks (\$20 limit)
Catalogues Admissions Office, Hinton James Hall
Certification of Student Status
Clubs and Organizations Student Activities Office, 202 University Union
Cooperative Education
Counseling. Student Development Center, Student Support Center
Course Changes
Crime Prevention Department of Public Safety
Dropping a Course
Fraternity and Sorority Information Student Activities Office, 202 Union Union
Graduate Office
Graduation Application
GRE Information (Graduate Record Exam) Student Development Center, Support Center
Handings Services Student Development Center, Support Center
Handicap Services
101 Alderman Hall or Dean of Student Office with the vice of alcender of the v
Honors Program Applications
Housing Information (On Campus) . Housing Office, Belk Residence Hall
Housing (Off Campus) Housing Office, Belk Hall
Information Center
ID. Cards Student Support Center
International Student Advisor Dean of Students Office , 209 University Union
International occupied navisor
Internships
Loans and Grants Financial Aid Office. Hinton James Hall
Lost and Found

Major Changa
Major Change All Freshmen
All riesilitier General College Advising Center, Randial Library College of Arts and Sciences Hinton James Hall
College of Internal School of Business Administration Suite 100. Cameron Hall
School of Education . Sulle too, carrieron mail
School of Nursing
Meal Plan Information
Name Change Registrar's Office, Hinton James Hall Newspaper (Seahawk) Seahawk Office, 205 University Union
Operation ID
Parking Decal Parking Office, Student Support Center Part-time & Summer Work Career Planning and Placement Office, 106 University Union
Part-time & Summer work
Payment of Tuition and Fees
Physical Forms Completed
Postal Services
Posting Flyers in Residence Halls
Re-enrollment Applications
Repeat a Course Application
Residence Hall Room Changes
Room Reservations
Schedule Conflict
Schedules for Preregistration
Scholarships
Social Security forms to be filled out
Student Government Association
Student Health and Wellness Center
Summer School Information
Testing
Traffic Fines
Transcripts
Validation Sticker for I.D. Cards
Veterans' Information Financial Aid Office, Hinton James Hall
Volunteer Opportunities
Withdrawal from the University
Work-Study or Work-Assistant
Yearbook (Fledging)

CODE OF STUDENT LIFE

PREFACE

The Code of Student Life outlines the rights and responsibilities and expected levels of conduct of students in the University community. The purpose of the rules outlined is to prevent abuse of the rights of others and to maintain an atmosphere in the University community appropriate for an institution of higher education. Materials included will help student organizations and members of the University desiring to use University facilities gain a better understanding of responsibilities of various boards and committees and understand student rights and responsibilities. Sections in the code cover academic concerns (grievances and standards) and student conduct and appeals.

The Code of Student Life will be published periodically. Interpretations of sections within the Code may be requested by contacting the Vice Chancellor for Student Affairs.

Rules included in the Code are subject to amendment or revision. Any member of the University community may submit amendments or revisions to the Vice Chancellor for Student Affairs for consideration. The Vice Chancellor for Student Affairs will ask the Student Affairs Committee, a standing advisory committee of the Faculty Senate, to make recommendations. The Vice Chancelor of Student Affairs will then make his/her recommendations to the Chancellor for final consideration.

Students at The University of North Carolina at Wilmington are subject to, and enjoy the protections of, the Constitutions and laws of the United States and of North Carolina, as well as

the Code of the Board of Governors of The University of North Carolina and relevant policies of the Board of Governors and of the Board of Trustees of the University of North Carolina at Wilmington. This "Code of Student Life" is interpreted by reference to these sources of law. The following sections of the University Code should be noted especially:

Section 600. Freedom and Responsibility in the University Community.

- (1) The University of North Carolina is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.
- (2) The University and each constituent institution shall protect faculty and students in their responsible exercise of the freedom to teach, to learn and otherwise to seek and speak the truth.
- (3) Faculty and students of The University of North Carolina shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

Section 608, Students' Rights and Responsibilities.

(1) ...No constituent institution shall abridge either the freedom of students engaged in the responsible pursuit of knowledge of their right to fair and impartial evaluation of their academic performance.

(2) All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

(3) In applying regulations in the area of student discipline, each constituent institution shall adhere to the requirements of due process as set forth in Section 502 D(3) of this Code.

Section 502 D(3). Relation to the Chancellor to the Constituent Institutions.

Subject to any policies or regulations of the Board of Governors or of the Board of Trustees, it shall be the duty of the Chancellor to exercise full authority in the regulation of student affairs and in matters of student discipline in the institution. In the discharge of this duty, delegation of such authority may be made by the Chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the Chancellor be deemed necessary and expedient. In the discharge of his duty with respect to matters of student discipline, it shall be the duty of the Chancellor to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him and the right to such advice and assistance in his own defense as may be allowable under the regulations of the institution as approved by the Chancellor. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President to review the proceedings.

* * * * * * * * * *

The UNCW Faculty and Student Senates have endorsed the "Joint Statement of Rights and Freedoms of Students" (Appendix A), which is applicable to UNCW to the extent consistent with the various sources of law identified above.

"Students have the right to enjoy a university environment free of unlawful discrimination, including sexual harassment. In all institutional relationships, the University expects its employees and students to show discretion and civility and to treat each other with equality and dignity. Discriminatory behavior, including sexual harassment of students by any University employee—faculty or staff—is a violation of both state and federal law and University policy (see Appendix K)."

Section I-Student Organizations

I-1 Introduction

Students bring to the University a variety of interests previously acquired and develop many new interests as members of the academic community. Students at UNCW are free to organize and join associations to promote their common interests. Student organizations wishing to be registered with UNCW must form and operate in compliance with University policies. This section outlines University policies pertaining to the formation and operation of student organizations including actions which may be taken by the University for noncompliance with these policies.

I-2 Student Organizations Committee

A. Student Organizations Committee (SOC), a standing advisory committee of the Chancellor, has review and recommending responsibility to the Chancellor for all student organizations, including registration of UNCW

student organizations. Student governmental bodies do not fall within the definition of a student organization. The Committee has eleven members: five students appointed by Student Senate for one-year renewable terms, five faculty appointed by the Chancellor for three-year terms, and the Assistant Director for Student Activities (ex officio, non voting). The Dean of Students serves as an adviser without a vote.

B. Responsibilities of the committee include:

- Formulating policy with the approval of the Chancellor for registration of UNCW student organizations and review, approve, and revoke registration of student organizations.
- Serving as an original and/or appellate body for hearing disputes within and between registered student organizations with authority to lessen but not increase sanctions imposed or recommended by other bodies. SOC may refer a case to the original hearing body for a rehearing.
- Considering appeals that pertain to registration procedures.

1-3 Applying for Registration as a Student Organization

- A. Students planning to develop a student organization must register their intent in writing with the Student Activities office in the University Union. Groups which have filed this intent to organize document shall be granted use of University facilities for organizational meetings. If a proposed constitution is not submitted to the Student Activities office within one month of filling the intent to register document, permission for use of University facilities and services may be terminated (see Section IV).
- B. The Student Activities Adviser's Office will provide a current copy of SOC guidelines outlining registration procedures for student organizations. These guidelines detail criteria for student membership.
- C. When a group is ready to apply officially to SOC for registration, it must submit four copies of its constitution to the secretary of the Committee in the Office of Student Activities five working days prior to the SOC meeting at which the constitution is to be reviewed. The Committee will meet with the student organization and review its constitution. If the constitution is approved, the organization is an officially registered UNCW student organization.

I-4 Rights of Registered Student Organizations

A. A registered organization is entitled:

- To be listed as a registered student organization. Only student organizations registered by SOC may use the name of the University or an abbreviation of it as a part of their name. Student organization sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed by UNCW.
- To sponsor or present a public event on University property. Organizations undertaking this activity should consult with the Student Activities office for a statement of policy.
- To raise funds or make other permissible solicitations on University property in accordance with University policy (see Section IV-4).
- To reserve the use of University facilities (see Sections IV and VI-3).
- To be eligible for possible funding by the UNCW Student Government Association according to Student Government guidelines.

- B. Policies and actions of a student organization will be determined by those persons who hold bona fide membership in the organization.
- C. Student organizations, including those affiliated with an extramural organization, shall be limited to members of the University community without respect to race, sex, creed, age, disability or national origin except for fraternities and sororities which may limit participation on the basis of sex (see Appendix B).
- D. The SOC strongly recommends that each student organization have an adviser. Each organization will be free to choose to have an adviser (of its choice) or not to have an adviser, and institutional registration will not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser.

I-5 Duties of Registered Organizations

A registered organization must:

- A. Furnish to the Student Activities office at the beginning of each semester a complete list of adviser(s) and officers or other members of the organization who are authorized to speak for or represent the organization in its relations with the University and who are authorized to receive for the organization official notices, directives or information from the University. Each such list shall be kept current and accurate throughout the semester by the organization.
- B. Keep on file with the Student Activities office a current copy of its SOC approved constitution.
- C. Use a UNCW account for deposit and use of funds if any organization uses UNCW funding, collects dues and/or sponsors on-campus, fund-raising events.
- D. If it advertises or promotes events or activities, do so in a manner that does not suggest falsely that the event or activity is sponsored by the University.
- E. Plan and conduct activities furthering the purpose of the group as stated in its constitution.
- F. Schedule events with the Student Activities office in order to minimize program conflict.

I-6 Annual Review of Organizations

- A. Annually before November 1, the Student Activities office shall review the status of all organizations to determine whether they meet eligibility requirements specified previously and are conducting their affairs in accordance with SOC guidelines and policies outlined in this Code.
- B. If the Student Activities office determines that an organization is ineligible for registration, is inactive, or conducts its affairs in violation of University regulations or administrative rules, he/she shall notify the organization in writing of each deficiency and shall provide a copy of this correspondence to the chairperson of the SOC committee and the Dean of Students. If the organization fails or refuses to attempt to remedy each deficiency on or before the tenth class day after the date of the notice, the Student Activities office shall prepare a complaint based on the deficiency and forward it to the Student Organizations Committee for a determination of the student organization's registration status. SOC will follow the conduct review outlined below.

I-7 Conduct Review

 A. A conduct review of any organization may be initiated by the Dean of Students or designee at the request of any registered campus organization, staff member, faculty member, or student. Grounds for conduct review include, but are not limited to, alleged violation of rules by the organization as listed in Section II-1B. Prior to disciplinary action or sanction, the Dean of Students or designee shall investigate the alleged violation. After completing a preliminary investigation, the Dean or designee may:

- Find no basis for complaint and dismiss the allegation as unfounded; or
- Summon the officers of the organization for a conference and,
- Either dismiss or proceed administratively by informing the organization of the following options for resolution of the disciplinary charges.
 - a. Plead not guilty to the charge(s) and have a regular hearing before the Student Organization Committee (SOC) where a determination of violation will be made. If a student organization is held responsible by the SOC, an appropriate sanction will be determined.
 - b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of violation will be made. If a student organization is held responsible by this administrative hearing officer, an appropriate sanction will be determined.
 - d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate santion. The Dean of Students or designee must agree to hear the case.
- 4. A student organization choosing a regular hearing before the SOC has a right of appeal of the SOC decision to the Chancellor. A student organization choosing an administrative hearing before the Dean of Students or designee has a right to appeal to SOC and then to the Chancellor.
- B. The Dean of Students and the Student Organizations Committee have the following disciplinary sanctions for dealing with groups that have been found in violation of University policies.
 - Oral Reprimand—An oral statement of disapproval, with a formal notation.
 - Written Reprimand—A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.
 - Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires.
 - 4. Suspension—Suspension involves withdrawal of student organization registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-registration. Suspension ordinarily is followed by a status of probation through the end of the following full semester, which terminates automatically when the imposed period expires.
 - Indefinite Suspension—Indefinite suspension involves withdrawal of student organization registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-registration. Re-registration

after an indefinite suspension requires that: the organization apply to the Dean of Students at the close of the imposed period; the Dean will determine whether the organization has met the conditions imposed; and the Dean then consult with the SOC and either grant or deny the application for re-registration. A denial may be appealed to the SOC.

- C. SOC or the Dean as part of the disciplinary process may impose specific conditions and/or require the student organization to make restitution for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- D. Specific cases involving UNCW campus organizations that require immediate action shall be handled by the Vice Chancellor for Student Affairs. Action taken by the Vice Chancellor for Student Affairs may be appealed by the student organization to the SOC within five class days. Action taken by SOC may be appealed by the student organization to the Chancellor within five class days.
- E. An appeal as outlined above to each body shall be made in writing on or before the fifth class day after the decision of the appellate body. The notice shall contain the organization's name, date of decision or action, if any, and the name of the organization's representative, if any. All parties involved shall receive notification of the appeal and subsequent actions.

Section II—Student Conduct and Appeals

II-1 Student Standards of Conduct

Students share in the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. When asked to report to any university office, a student is expected to appear at the time specified or arrange another appointment. All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected. (See Sections 600(3) and 608(2) of the University Code, quoted in full in the Preface to this "Code.")

A. Financial Transactions with the University

- 1. The Financial Services Office (Business Office) is responsible for matters relating to student financial transactions. Students who owe debts to the University may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid. Students who write insufficient fund checks to the University for registration fees may have their registration cancelled. Checks written to the University for purposes other than obligations to the University that are returned for insufficient funds may be the basis for legal and/or disciplinary action against the student issuing the check.
- The Student Financial Aid Office reserves the right to revise or cancel student financial aid awards because of unauthorized changes in a recipient's enrollment status, inability to demonstrate satisfactory progress in his/her course of study, or failure to comply with written policies and procedures publishd by the Financial Aid Office.

B. Offenses

Notwithstanding actions taken by civil authorities, or private litigants, the Vice Chancellor for Student Affairs

or his/her designee may initiate disciplinary proceedings as outlined in Section II-2 and/or Section 1-7 against a student or group who violates or attempts to violate this "Code" or other applicable rules, including the following:

- Damages, defaces or destroys University property or property belonging to the University community or a visitor to the campus.
- Unlawfully takes University property or property of any other person.
- Illegally uses, possess, and/or sells a drug or narcotic. Students are expected to abide by local ordinances, state and federal laws regarding the consumption or possession of drugs (see Appendix H and Section VIII).
- Possesses firearms or other weapons on University property or at an event sponsored or supervised by the University or any recognized University organization (see Appendix C).
- Conducts himself/herself in a manner that significantly interferes with the operations of the University (see Appendix G).
- Conducts himself/herself in a manner that significantly endangers the health or safety of members of the University or visitors on the campus.
- Tampers with fire equipment on the UNCW campus (North Carolina General Statute 14-286).
- 8. Sets a fire in or on University property (North Carolina Statute 14-60).
- Possesses or uses any explosive device including but not limited to firecrackers, cherry bombs, bottle rockets and dynamite.
- Possesses and uses an alcoholic beverage on campus in violation of State law and/or fails to abide by University policy on consumption and advertising of alcoholic beverages (see Appendix D and Appendix E).
- Engages in hazing. Hazing by University groups is prohibited on or off campus. Hazing is defined in Appendix F.
- Inflicts or threatens bodily harm upon any person while on University premises, or acts in a manner which creates a risk of bodily harm to any person who is on University property.
- 13. Forges, alters, destroys or misuses University documents and records. Violations include but are not limited to forgery of applications for financial aid, admission, course changes and course credit, or alterations of transcripts or student identification cards.
- 14. Gains unauthorized entry to any University building and possesses unauthorized keys to University buildings. The duplication of a key issued to a student by the University is prohibited.
- Gambles for money or other items of value; this includes playing of cards or other games of chance or skill for money or other items of value.
- Lends, sells, or otherwise transfers a student identification card; uses a student I.D. and/or meal card if not its original holder.
- Demonstrates and/or assembles in violation of North Carolina General Statutes 17-132.1 or the consolidated University "Policies, Procedures, and Disciplinary Actions in Case of Disruption of Educational Process" (see Appendix G).

- Misuses a University computer in violation of rules and regulations of the University Computing Center.
- Misuses University telephones—this includes use of University phones, including dainlines, without consent of those responsible for their control.
- Engages in disorderly conduct including but not limited to verbally abusive or inappropriate behavior (see Appendix J).
- Fails to comply with orders or directives of University officials, University hearing bodies, University Police or any other law enforcement officers acting in performance of their duties.
- 22. Discriminates against another student by using offensive speech or behavior of a biased or prejudiced nature related to one's personal characteristics, such as race, color, national origin, sex, religion, handicap, age, or affectional/sexual preference.
- 23. Sexually harasses any other student, male or female, by making repeated and unwelcome sex-related comments, sexual overtures, or physical behavior, or by displaying offensive visual materials which interfere or are intended to interfere with another person's work or study.
- 24. Is in violation of the visitation policy as outlined in Section VII-3-B of this Code.
- Is in violation of any North Carolina and/or Federal criminal law.

Please refer to Appendix G for a statement of University Policies, Procedures, and Disciplinary Action in Cases of Disruption of the Educational Process. This statement was adopted by the UNC Board of Trustees on October 27, 1970.

C. Identification of Students on Campus

- 1. In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University to an appropriate University official. A person may be asked to present some form of identification.
- If any person refuses or fails upon request to present evidence of his/her identification and it reasonably appears that the person has no legitimate reason to be on the campus or in the facility, the person may be ejected from the campus or facility.

II-2 Initiation of Disciplinary Proceedings and Administrative Disposition

Under the direction of the Chancellor, the Vice Chancellor for Student Affairs, has primary responsibility and authority for the administration of student discipline. Further delegation of this authority may be made by the Vice Chancellor for Student Affairs to the office of the Dean of Students and to residence hall staff and/or disciplinary bodies within the residence hall living environment, such as residence hall governments or Greek Council, or to disciplinary bodies of Student Government.

A. Disciplinary Correspondence

All disciplinary correspondence will be sent to the student's campus post office box by certified mail, return receipt requested. The University reserves the right to use other reasonable means to notify students.

B. Filing Complaints

- Any academic or administrative official, faculty or staff member or student may file a verbal or written complaint with the Office of the Dean of Students against any student for misconduct.
- While action on a complaint of violating a University regulation is pending, the status of the student shall not be altered except for reasons outlined in Section II-2-D.

C. Presumption of Innocence

Any student charged with an infraction under this Code shall be presumed innocent until proven guilty by a proponderence of evidence.

D. Preliminary Investigation

When the Dean of Students receives information that a student has allegedly violated University regulations or local, state, or federal law, the Dean shall investigate the alleged violation. After completing a preliminary investigation, the Dean may:

- Find no basis for the complaint and dismiss the allegation as unfounded, or
- 2. Summon the student for a conference (see Section II-2-E) and then either dismiss the allegation, or
- Proceed administratively by informing the student of the following options for resolution of the disciplinary charges:
 - a. Plead not guilty to the charge(s) and have a regular hearing before the Campus Judicial Board (CJB) where a determination of the responsibility will be made. If the student is held responsible by the Campus Judicial Board (CJB), an appropriate sanction will be determined.
 - b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of responsibility will be made. If the student is held responsible by this administrative hearing officer, an appropriate sanction will be determined.
 - Plead guilty to the charge(s) and elect for the Campus Judicial Board (CJB) to determine an appropriate sanction.
 - d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.
- 4. A student choosing a regular hearing before the CJB has a right of appeal of the CJB decision to the Chancellor. A student choosing an administrative hearing before the Dean of Students or designee has a right of appeal to CJB and then to the Chancellor.
- 5. If a student requests an administrative hearing before the Dean of Students or designee, at this point the student may waive all or part of the written notice requirements that follow. The student may also waive the number of days specified from the original date of the charge letter and proceed with the hearing. All waivers shall be executed by a signed writing. If the student chooses an administrative hearing, the Dean of Students or designee shall provide him/her:
 - a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be for-

- warded to the student. These notices are sent via certified mail.
- b. Review of all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.
- Choice between a closed hearing or one open to members of the University community.
- d. Choice between an Administrative or Campus Judicial Board (CJB) hearing.
- e. Choice to elect not to appear at the hearing, the hearing shall be conducted in the student's absence.
- f. Assistance by an adviser of the student's choice. The adviser, upon request of the student, may:
 - Advise the student concerning the preparation and presentation of his/her case.
 - Accompany the student to all judicial proceedings.
 - 3. Have access to all materials relating to the case.
- g. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing. Unless the student waives all or part of the notice, the formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives this five day time limit.
- A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.

E. Summoning a Student for a Conference

- Should a student not appear when requested by the Dean of Students or designee, the Dean of Students or designee may formally summon a student to appear for a conference in connection with an alleged violation by sending him/her a letter pursuant to Section II-2-A.
- The letter shall direct the student to appear at a specified time and place not less than three class days after the receipt of the letter. The letter shall also describe briefly the alleged violation.
- 3. If an accused student fails to respond to a charge letter and the required prehearing interview, the accused student forfeits the options in Section II-2-D-5, and will be notified by certified letter, sent at least seven days before a hearing before the Dean of Students or designee or, at the option of the Dean of Students, the CJB. At this hearing a decision of guilty or innocence will be made based on available information, with or without the accused student. If the student fails to attend the hearing, all allegations against the student shall be deemed to be denied. When appropriate, a sanction will be determined and the student will be notified in writing.

F. Appeal of Administrative Action

In the event a charged student disagrees with a finding of guilt or sanction of an administrative hearing officer, the charged student may request an appeal to the Campus Judicial Board within seventy-two (72) hours after notification of the decision. Original sanctions (except summary suspension) are normally put into effect only after the Campus Judicial Board makes a decision.

1. Procedure

- a. The function of the Campus Judicial Board in hearing an appeal is that of reviewing the action of administrative hearing officer to determine if: (1) an alleged violation of the rights guaranteed the accused (see Section II-3) has occurred; (2) the sanction is too severe for the violation; or (3) new evidence has developed which has bearing on the verdict.
- b. The Campus Judicial Board shall receive the petition from a student choosing to appeal the decision of an administrative hearing. Such petition shall be submitted in writing to the chair of the Campus Judicial Board through the Office of Dean of Students explaining in detail the reasons for the student's appeal and specifying the ways in which he/she believes the procedures or actions of the administrative hearing officer have violated the standards outlined in Section II-2.
- c. Upon receiving a petition, the Campus Judicial Board shall obtain the record of the administrative hearing officer. Such record shall include relevant documents and a written statement by the hearing officer. Such statement in the case of administrative action shall summarize the case and the reasons supporting the disciplinary decision.
- d. With this information, the Campus Judicial Board shall decide whether an appeal hearing is warranted. This decision is based on the three options for an appeal outlined in Part 1-a above. It shall notify the petitioner in writing of its decision within seven (7) days after receiving the student's petition.
- e. If the Campus Judicial Board determines that a hearing should be granted, that hearing shall be held within seven (7) days of such determination and notification shall be given in writing at least three (3) days prior to the date set for the hearing, specifying time and place of the hearing and informing the student of his/her rights as outlined in this Section II-3-C. If a student chooses to waive the seven (7) day notice and other requirements as stated in this section, an immediate appeal hearing may be heard.
- f. The Campus Judicial Board shall invite the appellant, the concerned administrative hearing officer, and such other persons as it deems appropriate to appear before the Board to make statements and respond to questions. The student and administrative hearing officer may request the Board to invite persons to testify if there is new evidence. The Campus Judicial Board follows regular hearing procedures in appeal cases, if it elects to hear new evidence.
- g. No member of the Campus Judicial Board shall be a party to any prior investigation or witness in the case nor should be placed in the position of developing or prosecuting the case.
- After the hearing is concluded, the Campus Judicial Board shall go into Executive Session to reach a decision.
- i. The Campus Judicial Board has the authority to approve, reject, or modify the decision in question. The decision of the Campus Judicial Board may be appealed to the Chancellor as outlined in Section II-3-D. Prompt notice of the decision of the Campus Judicial Board shall be given. Any appeal of this decision must be in writing and presented within seventy-two (72) hours after notification of the decision.

G. Summary Suspension

- Summary suspension is an action requiring that a student immediately leave the campus and University property. It may be imposed upon a student by the Vice Chancellor for Student Affairs or his designee when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of himself, other members of the University community or University property.
- 2. Any student who is suspended on a summary basis and returns to the campus and University property during the suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permisson to be on campus for a specific purpose (e.g., to take an exam, to consult with the Dean of Students, or to participate in the disciplinary procedures against him/her) may be granted in writing by the Dean of Students or his/her designee.
- 3. When a student is suspended on a summary basis, he or she is given notice containing the reasons for suspension, the duration and any conditions that apply, and a copy of this summary suspension policy. A student notified of such summary suspension may, within ten class days of the written notice of suspension, request through the Dean of Students or designee a regular hearing before the CJB to determine the innocence or guilt of the student charged and the appropriate sanction and whether the conditions of the Summary Suspension should continue. This regular hearing, where normal procedures apply, before the Campus Judicial Board shall normally be conducted within five class days of the student's request for a hearing.

II-3 Campus Judicial Board

A. Campus Judicial Board

- 1. When a student requests a regular hearing before the Campus Judicial Board or when a case is referred automaticily by the Dean of Students or her designee, the Campus Judicial Board (CJB) becomes involved. CJB is a board of the Chancellor composed of eight members. The Vice Chancellor for Student Affairs serves as the adviser to CJB. The members are:
 - Six students recommended by Student Senate and appointed by the Chancellor.
 - Two faculty members recommended by the Faculty Senate Chairperson and appointed by the Chancellor.
- 2. The chairperson and vice-chairperson of the CJB shall be appointed by the Chancellor.
- Quorum—A quorum shall consist of four student members and one faculty member. During summer sessions a quorum shall consist of three students and one faculty member.

4. Selection

- The students recommended by Student Senate for appointment to CJB are selected through a campus wide application process.
- b. CJB members will be appointed by May 1 each year. Members serve a one-year term.
- vacancies occuring during the course of the year will be filled by the Chancellor.
- d. Members of the CJB become active members only after they have been trained by the Office of the Dean of Students.

5. Jurisdiction of CJB

- CJB is the highest disciplinary hearing body of the University.
- b. CJB has appellate power to review decisions of disciplinary bodies and of the Dean of Students or designee with authority to lessen but not increase the sanction imposed or recommended by other bodies. CJB may refer a case to the original hearing body for a rehearing.
- c. CJB may have, at the request of the student, original jurisdiction in disciplinary cases.

B. Procedural Standards for CJB Cases

- All matters upon which the decision may be based must be introduced into evidence at the hearing before CJB. The decision shall be based solely upon such matters and must be supported by the evidence. Any student charged with an infraction under this Code shall be presumed innocent until proven guilty by a preponderence of the evidence (See Section II-2-C).
- All evidence will be admitted except that which is irrelevant or repetitious or which is obtained in violation of the search-and-entry provisions appearing in Section VII-3-F. The Campus Judicial Board will be the sole judge of admissibility of evidence of this code.
- CJB records are maintained in the Office of the Dean of Students and are confidential and may be released only with the consent of the student involved. A written record of the proceedings and action taken will be filed with CJB.
- 4. No member of the hearing body who has a personal interest in the particular case may sit in judgment during the proceeding. In such cases in which a member cannot serve due to a conflict of interest, a temporary member may be appointed by the Chancellor to serve for the duration of the hearing.

C. Hearings before CJB

- 1. Prior to a hearing, the accused student is entitled to:
 - a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent pursuant to Section II-2-A.
 - b. Review all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.
 - Choose between a closed hearing or one open to members of the University community.
 - d. Choose between an administrative or Campus Judicial Board (CJB) hearing.
 - e. Be assisted by an adviser of choice. The adviser upon request of the student may:
 - 1. Advise the student concerning the preparation and presentation of his/her case.
 - Accompany the student to all judicial proceedings.
 - 3. Have access to all materials relating to the case.
 - f. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing, unless the student waives

- all or part of the notice. The formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives the limit.
- g. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.
- Duties of CJB—In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by CJB. CJB will:
 - a. Determine that the Dean has satisfactorily performed the requirements of Section II-3-C-2.
 - b. Rule on the admissibility of evidence, motions and objections to procedures; render a written decision as to the accused students guilt or innocence of the charges; set forth finds of fact, determine the penalty if any; and provide the Dean and student with the copy of a decision.
- 3. Duties of the Dean of Students—The Dean shall:
 - Consult the CJB in setting the date, time and place for the hearing.
 - Assist CJB in summoning witnesses and preparing evidence that is requested by CJB.
 - c. Notify the student by letter of the date, time and place for the hearing. The Dean shall send the letter pursuant to Section II-2-A. If the student charged is an unemancipated minor (under 18 years of age), a copy of the letter may be sent to his/her parent or guardian. The letter shall specify a hearing date not less than five class days after the date of the receipt of the letter. A student may request in writing that an earlier date be set, if feasible. The CJB, for good cause, may postpone the hearing and notify all interested persons of the new hearing date, time and place.
 - d. A letter mailed under Part 3 shall:
 - Direct the student charged to appear at a date, time and place specified.
 - 2. Advise the student of his/her rights:
 - To appear in person, hear all testimony, and present any relevant information in his/her behalf, call witnesses, ask questions of any person present at the hearing.
 - b. To elect not to appear at the hearing. The hearing then shall be conducted in the student's absence.
 - c. To a closed or open hearing.
 - d. To be assisted by an adviser of choice.
 - e. To refuse to answer any questions or make a statement—however, the hearing authority then shall make its decision solely on the basis of information introduced at the hearing.
 - f. To be judged guilty only upon a finding that is based on the information introduced at the hearing.
 - g. To know the identity of witnesses who will testify against him/her.
 - To question each witness who will testify against him/her for the purpose of clarification.

- i. To have all statements, information or comments given during the hearing held in strictest confidence by members of the board before, during and after deliberation. Only those faculty and staff with an educational need to know will be informed of the outcome. The chairperson will exercise control over the hearing to avoid needless consumption of time, to avoid repetition of information and to prevent the harassment or intimidation of participants.
- j. To have hearings conducted in an informal manner where technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though each witness shall be subject to cross-examination. Witnesses (except for the accused) shall be present during the hearing only during the time they are testifying. While written statements are admissible, no one shall be convicted who has not had the opportunity to confront and cross-examine the principal accuser and/or victim.
- k. To have a copy of the secretary's record of the hearing.
- I. To appeal as outlined in Section II-13-D.
- Contain the name of the person appointed to act as chairperson of the CJB.
- Contain the names of witnesses who will testify against the student and a description of evidence and charges that will be offered against him/her.
- 5. Contain a copy of the complaint.
- Notify the defendant that the Dean may question a student testifying in the defendant's behalf or question the defendant if/she testifies in his/her own behalf.
- If a student fails, without good cause, to comply with the letter sent under this section, CJB may proceed with the hearing in the student's absence, as has been outlined previously.
- Hearing Procedure—CJB shall proceed generally as follows during the hearing:
 - a. The student states whether the hearing is to be open to the public or closed. If the hearing is to be open to the public, the student shall sign a written statement to that effect.
 - b. The chairperson of CJB reads a complaint and informs the student charged of his/her rights as listed in Section II-3-C, and asks the student whether he/she pleads guilty or not guilty to the charge or charges before the Campus Judicial Board.
 - c. The Dean presents the University's case.
 - d. The student presents his/her defense.
 - e. The Dean and the student defendant present rebuttal evidence and arguments.
 - GJB deliberates and decides the issue of guilt or innocence.
 - g. If CJB finds the student charged guilty, the Dean and student charged may present evidence and argument on an appropriate penalty.

- h. CJB deliberates and determines an appropriate penalty.
- i. CJB renders a written decision as to the accused student's guilt or innocence of charges. The decision states the penalty, if any, and procedures for appeal. The accused student and Dean of Students shall each be given a copy of the decision.
- Hearing Record—The hearing record is confidential and consists of:
 - a. A copy of the notice forwarded to the student
 - A written summary of the hearing together with all documentary and other evidence offered or admitted in evidence
 - Written motions, pleas and any other material considered by CJB
 - d. The decisions of CJB

D. Appeal of a Campus Judicial Board Decision.

In the event a charged student disagrees with a finding of guilt or sanction of the Campus Judicial Board, the charged student may request an appeal to the Chancellor within seventy-two (72) hours after notification of the decision. Original sanctions (except summary suspension) are normally put into effect only after the Chancellor makes a decision.

1. Procedure

- a. The function of the Chancellor in hearing an appeal is that of reviewing the action of the Campus Judicial Board to determine if: (1) an alleged violation of the rights guaranteed the accused (see Section II-3) has occurred; (2) the sanction is too severe for the violation; or (3) new evidence has developed which has bearing on the verdict.
- b. The Chancellor shall receive the petition from a student choosing to appeal the decision of the Campus Judicial Board. Such petition shall be submitted in writing to the Chancellor through the Vice Chancellor for Student Affairs explaining in detail the reasons for the student's appeal and specifying the ways in which he/she believes the procedures or actions of the Campus Judicial Board have violated the standards outlined in Section II-3.
- c. Upon receiving a petition, the Chancellor shall obtain the record of the Campus Judicial Board. Such record shall include relevant documents and a written statement by the Campus Judicial Board. Such statement shall summarize the case and the reasons supporting the disciplinary decision.
- d. With this information, the Chancellor shall decide whether an appeal hearing is warranted. This decision is based on the three options for an appeal outlined in Part 1-a above. He/she shall notify the petitioner in writing of his/her decision within seven (7) days after receiving the student's petition.
- e. If the Chancellor determines that a hearing should be granted, that hearing shall be held within seven (7) days of such determination and notification shall be given in writing at least three (3) days prior to the date set for the hearing, specifying time and place of the hearing and informing the student of his/her rights as outlined in this Section II-3-C.
- f. The Chancellor shall invite the appellant, and other persons as he/she deems appropriate to appear before him/her to make statements and respond to

- questions. The student may request the Chancellor to invite persons to testify if there is new evidence.
- g. The Chancellor has the authority to approve, reject, or modify the decision in question. His/her decision may be appealed to the Board of Trustees of the University. Any appeal of his/her decision must be in writing and presented within seventy-two (72) hours after notification of the decision. Such petition shall be submitted in writing through the Vice Chancellor for Student Affairs explaining in detail the reason(s) for the student's appeal (see Part 1-a above).

II-4 Authorized Disciplinary Sanctions

- A. Levels of University disciplinary sanctions are:
 - Oral Reprimand—An oral statement of disapproval, with a formal notation.
 - Written Reprimand—A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.
 - 3. Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires. In the event of a further violation of this "Code" or other applicable rules while on disciplinary probation, the University will seek the penalty of suspension.
 - 4. Suspension—Suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-enrollment.
 - 5. Indefinite Suspension—Indefinite suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-enrollment. Re-enrollment after an indefinite suspension requires that: the student apply to the Dean of Students at the close of the imposed period; the Dean determines whether the student has met the conditions imposed; and is otherwise eligible for re-enrollment; and the Dean then consult with the CJB and either grant or deny re-enrollment. A denial may be appealed to the CJB.
 - Expulsion—Expulsion is a permanent dismissal from the University. This sanction applies only to the UNCW Drug Policy as mandated by the UNC Board of Governors. (See Section VIII).
- B. The CJB or the Dean, as part of the disciplinary process, may impose specific conditions (e.g., requirement of student to reimburse for damage to or destruction or misappropriation of University property or property of any person, and restitution in the form of appropriate service to be performed. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. As part of the conditions established by the CJB, a student may be denied access to a residence life area or evicted from University housing.
- C. As a part of the disciplinary process, a student can be fined not more than \$25 for purchase or possession of alcoholic beverages if under the age of 21. This money will be used to fund an alcohol education program. In addition, a student can be referred to the University Alcohol Education Program if the hearing body finds alcohol to be a contributing factor in the student's case.

D. Residence Life Judicial Board and Greek Council may impose an oral reprimand, written reprimand or disciplinary probation, but may not impose the disciplinary penalty action of suspension or indefinite suspension. These student conduct boards may only recommend but not impose the disciplinary penalty action of suspension. Student dismissal from the residence hall system may be imposed by the Dean of Students upon the recommendation of a Residence Life Judicial Board.

II-5 Disciplinary Records

- A. A hearing record, notice of appeal and each petition for review are confidential and may not be disclosed in whole or part except as provided in Section 3-4. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record and are maintained in the Office of the Dean of Students.
- B. Suspension or indefinite suspension are the only disciplinary actions reflected in the official transcript of the student. At the Dean's direction, the Registrar shall place on the student's permanent academic record the words "Hold." The Registrar shall remove the notation when the penalty expires or has been terminated.

Section III—Student Records

III-1 Introduction

The Family Rights and Privacy Act of 1974, (also known as "FERPA" or the "Buckley Amendment") is a Federal law which states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The law provides that the institution maintain the confidentiality of student educational records as defined in the statute.

III-2 Educational Records

- A. "Educational Records" include records directly related to a student which are maintained by UNCW. Education records do not include: records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records; employment records or alumni records. These records are not necessarily available to a student, but health records may be reviewed by physicians of the student's choosing.
- B. The University of North Carolina at Wilmington accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' education records without the written consent of students, except to: authorized personnel within the institution; officials of other institutions in which students seek to enroll; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; and authorized researchers who provide for confidentiality of the records; in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

- C. Within the University of North Carolina at Wilmington community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the following offices:
 - a. Admissions
 - b. Financial Aid
 - c. Placement
 - d. Registrar
 - e. Business Affairsf. Student Development Center
 - g. Vice Chancellor Student Affairs
 - h. Vice Chancellor Academic Affairs
 - i. Dean of Students
 - j. Academic personnel within the limitations of their "need to know."

III-3 Directory Information

- A. At its discretion, the institution may provide to the public, without prior approval, "Directory Information" in accordance with the provisions of the Act, to include: student name, local and permanent address, telephone number, date and place of birth, major field of study, date of attendance, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- B. Students may withhold Directory Information from public disclosure by notifying the Registrar in writing in a signed and dated statement. If this statement is not received in the Office of the Registrar prior to the day of registration, it will be assumed that the above information may be discharged for the remainder of the current semester or term. A new form for non-disclosure must be completed each semester or term.

III-4 Inspection and Review of Records

- A. The law provides students with the right to inspect and review (within forty-five days of request) information contained in their education records (as defined above), to challenge the contents of their education records and to have a hearing if the outcome of the challenge is unsatisfactory (see below), and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable.
- B. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records. Such records are maintained at several locations on the campus. The locations are shown in Appendix I, together with the title of the official to be contacted for access to the records. A written request may be required. Students wishing to review their education records must make written requests to the administrator shown there. If the student is uncertain as to the location of a particular record, a written request should be addressed to the University Registrar listing the item or items of interest.
- C. Students may have copies made of their records unless a financial, academic, or disciplinary "hold" has been placed on the record by an appropriate University official. Such copies will be made at the student's expense at a cost of .10 per page with the exception being a student transcript which will cost \$1.00.

D. Students may not inspect and review the following, as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

III-5 Amendment of a Student Record

- A. If a student believes that the information contained in his/her education records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the University amend the record. Such request shall be in writing addressed to the Registrar, and shall specify the amendment sought.
- B. The Registrar or his or her designee shall, within 30 days after receiving the student's request, and after consulting with appropriate University officials, decide whether the record will be amended in accordance with the request, and inform the student. If the decision is to refuse to amend the record in accordance with the request, that Registrar shall simultaneously advise the student that he or she may request a hearing to challenge the content of the education record to ensure that the information thereon is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of the student.
- C. If the Registrar receives a request for a hearing, he/she shall request that the Chancellor appoint a panel of three University faculty or staff members to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The Chancellor shall designate the chair of the panel and shall provide the panel such assistance as he deems appropriate.
- D. The chair of the hearing panel established as in Section C above shall notify the student and the Registrar of the date, time and place of the hearing at least five days before the hearing.
- E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's education record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The student may be assisted by individuals of his/her choice at his/her own expense, including an adviser.
- F. The Registrar or persons appearing in his/her behalf shall be afforded a like opportunity.
- G. The panel shall make its decision solely on the basis of the evidence presented at the hearing. The decision of the panel shall be in writing and shall include a summary of the evidence and the reasons for the decision.
- H. If the opinion of the panel is that the information in the student's record is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, the Committee shall forward to the Chancellor its written recommendation. The Chancellor will forward to the student his decision in ten class days.

- I. If the panel decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the education record a statement commenting on the records and setting forth the reasons for disagreeing with the agency or institution. Such statement shall thereafter be maintained as part of the education record and thereafter disclosed to any party to whom the contested record is disclosed.
- J. If the student believes that the procedures determining the challenge were unfair or not in keeping with FERPA requirements, he/she may direct a written appeal to the Chancellor.
- K. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the University President. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201, concerning the alleged failures of the University of North Carolina at Wilmington to comply with the Act.

For further information, students may consult the University Registrar, who has available copies of the statute and the Department of Education's regulations.

Section IV—Use of University Facilities

The University permits the orderly use of facilities by student organizations to further the educational process. Organizations desiring to use a University facility must comply with certain University policies and procedures so that institutional property may be protected and that the facility use is consistent with this designated intent. "Facility" is defined as meaning a physical education facilities, calastroim, University Union, other buildings or outdoor areas of campus. University activities shall be given priority in use of facilities over outside groups.

IV-1 Reserving Space

- A. Student organizations registered by the Student Organizations Committee (SOC) and other University related groups desiring to use space must obtain permission from appropriate University officials. Students desiring to form a new organization are permitted limited use of University space for organizational meeting purposes only (see Section I-3).
- B. The University Union Scheduling Coordinator is responsible for facilities information and maintaining a listing of contact officials for the reservation of University facilities. Listed below are the contact offices for reservation of University facilities.
 - Physical education/recreational facilities—Office of the Director of Athletics
 - Classrooms, lecture halls, housing and food service facilities (off-campus groups requesting use)—Office of the Director of Special Programs
 - Randall Library Auditorium—Office of the Director of Library Services
 - Kenan Auditorium—Office of the Manager of Kenan Auditorium
 - 5. University Union—Office of the Director of University Union
 - Outdoor areas on campus—Office of the Dean of Students

- 7. Residence Halls-Office of Residence Life
- Gazebo—Office of Residence Life
- C. An organization or individual student wishing to reserve one of the University facilities listed above should contact the office identified. Procedures for use of facilities identified above can be reviewed in each office responsible for facility use.
- D. Any peaceful assembly, protest, and demonstration where 50 or more people are expected to participate will be registered with the Dean of Students prior to the event. Whenever possible at least 24 hours lead time will be given.
- E. If a request for use of a facility is not approved, the applicant will be given a statement of reasons for refusal.
- F. Appeal of adverse decisions for use of University facilities may be made to the Facilities Use Committee composed of the Vice Chancellors for Academic Affairs, Business Affairs, and Student Affairs. The Facilities Use Committee, subject to approval of the Chancellor, shall have authority to revise policies and procedures regarding the use of University facilities by University groups.

IV-2 Regulations Regarding Petitions, Handbills, Signs, Posters, Bulletin Boards, Booths, Banners and Other Promotional Activities

- A. All posters, notices and other literature must be placed on bulletin boards designated for that purpose which are located throughout the campus. All bulletin boards or other means of posting materials are under the jurisdiction of the college, school, department or administrative office that maintains them. All posters or notices must be in accordance with the marketing practices described on page 41.
- B. General purpose bulletin boards outside the University buildings are provided at several locations. These bulletin boards may be used for commercial and informational purposes or for solicitation of charitable contribution. They may be used by any person or group without prior approval. Such bulletin boards bear the title "General Purpose." No posters or publicly distributed materials shall contain obscene, vulgar or libelous material, nor should any material be distributed which contains information in violation of any federal, state or local law or seeks unauthorized solicitation.
- C. Distributors of literature must not obstruct traffic, harass, or interfere with bypassers, block entrances, disturb others with excessive noise, litter premises, or disturb or interfere with academic or institutional activities.
- D. Postings and signs must be dated on the day of posting and normally should not remain beyond 14 days.
- E. Notices should not be placed over existing posters; however, outdated material may be removed to make room for upcoming events.
- F. In this section, "sign" includes billboard, decal, notice, placard, poster, banner or any kind of hand-held sign; and posting is defined as any means used for displaying a sign. A sign may not be:
 - Attached to a shrub or plant; a tree, except by string to its trunk; a permanent sign installed for another purpose; a fence or chain or its supporting structure; a brick, concrete or masonry structure; a sanctuary, monument or similar structure; or

- Posted on or adjacent to a fire hydrant; on or between a curb and sidewalk; in a University building, except on the bulletin board, as provided in Section IV-2-A.
- 3. Placed on windshields of vehicles on campus.
- G. An outside booth is a table furnished by the University and temporarily installed for distributing petitions, handbills or literature, or for displaying signs, or for solicitation. A student or organization may install a booth after applying to the Dean of Students for permission on a form prescribed by the Dean.
- H. Banners may be hung in the University Union in the foyer of the main entrance, the courtyard, the center staircase foyer, and outside the Union in the trees on the west side of the building. For specific requirements contact the University Union Director or Operations Director (Room 214). In addition, banners may be displayed in the Residence Life area with prior approval from the Office of Residence Life.

IV-3 Political and Religious Activity

- A. Registered University organizations may sponsor activities on University property in behalf of a specific candidate for local, state or national political office.
- B. Registered student groups and student organizations associated for religious purposes may sponsor religious activities on University property with a person or group of persons who are not students, faculty or staff members.

IV-4 Solitication Policy

Solicitation means the sale or offer for sale of any property or service and/or receipt of or request for any gift or contribution.

- A. No solicitation shall be conducted in any building or structure on the campus of the University of North Carolina at Wilmington or on the grounds, sidewalks or streets on the campus of the University of North Carolina at Wilmington except by the agents or employees of the University acting in the official capacity of their agency or employment or by student government and/or registered student organizations, in accordance with this section on University policy.
- B. Registered student organizations of the institution may collect membership fees or dues at meetings of such organizations scheduled in accordance with the facilities-use regulations outlined in this section.
- C. There may be a collection of admission fees for an exhibition of films or other programs that are sponsored by the University, a recognized faculty group or a registered student organization and are scheduled in accordance with the facilities use regulations in this section.
- D. Solicitation must be conducted in a way
 - That will not disturb or interfere with the regular academic or institutional programs being conducted on the campus.
 - That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or sidewalks, streets, or entrances to the campus buildings or common areas of campus buildings.
 - That will not harass, embarrass or intimidate the person or persons being solicited.

- E. Charitable fund-raising campaigns conducted on campus by individuals, student organizations or nonstudent campus groups must be approved by the Student Activities Office and must be in compliance with the North Carolina "Solicitation of Charitable Funds Act."
- F. Student organizations may solicit local vendors or merchants for donations only with prior approval from the Office of the Dean of Students. Students should make it known that they are only representing their respective group and are not acting in any official capacity for the University.
- G. Student organizations and affiliated groups may conduct sales of goods only with the written approval of the Student Activities Office. Approval will be granted under the following conditions:
 - The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable causes.
 - All sales and sales promotions must be conducted by and only by members of the affiliated group.
 - 3. Sales and sales promotions must be conducted in space approved by the appropriate facilities manager: (1) University Union and surrounding grounds, (2) Lower cafeteria lobby, (3) Mall area outside the cafeteria, and (4) Brooks Field. Other areas may be designated in special circumstances as determined by the Dean of Students.
 - Registered student organizations are required to provide a financial statement to the Student Activities office regarding the conduct of sales within five class days of the completion of the event.
 - Activities authorized by the University administration involving the sale of goods or services including but not limited to activities of the University bookstore personnel and representatives of education-supply firms, are exempt from this policy.
- H. Regulations for on-campus ticket sales are as follows:
 - An organization shall deposit all monies received from ticket sales in a regular University account.
 - In accordance with accounting procedures, an organization shall file with the Student Activities office a final report reconciling sales of tickets and names of recipients of complimentary tickets with all unused tickets.
 - All activities involving University funds or services are subject to University and state audit.
 - 4. An organization should consult with the Student Activities office regarding fund-raising events. Tickets for fund-raising events shall indicate admission price, sponsoring organization and be prenumbered, unless they reserve specific seats for specific performances.

I. Raffle Guidelines

It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:

- A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons pruchasing chances.
- Most clubs and organizations operating under the auspices of UNCW must claim tax-exempt status.

- The organization conducting the raffle must have been in continuous existence in county of operation of the raffle for at least one year.
- The maximum cash prize for a raffle is \$1000. There is a \$25,000 limit on the value of merchandise that may be offered.
- 5. No alcoholic beverages may be raffled.
- 6. An organization may sponsor only two raffles per year.
- No person may be compensated for conducting a raffle.
- Proceeds derived from the raffle may be expended for the prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes. No proceeds may be used for social functions for the members of the sponsoring organization.

Please contact the Student Activities Office for further information.

IV-5 Appeals Procedure

- A. The student organization or group aggrieved by a decision covered by this section of the code is entitled to appeal to the office of the Vice Chancellor for Student Afairs by giving written notice on or before the 5th class day after the decision is announced. The notice shall contain the student's or organization's name and mailing address, a concise description of the complaint, the reasons for disagreeing with the decision and the date of the decision was announced.
- B. When notice of the appeal is received, the Vice Chancellor for Student Affairs shall delegate responsibility for hearing that appeal. The delegate shall provide the student organization with an opportunity for a hearing and the person or organization shall be notified at least one day before the date of the hearing.
- C. The student or the organization may petition the Student Organization Committee (SOC) in writing, through the delegate, to review a decision which has been appealed. The Vice Chancellor for Student Affairs shall request SOC to review the appeal and make recommendations.

Section V—Undergraduate Academic Honor Code

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his or her own honesty. The following definitions and procedures are provided to help everyone realize the high value that is placed on academic integrity and the means that will be employed to insure its preservation.

V-1 Academic Dishonesty Offenses

Violation of any of the following standards subject any student to disciplinary action:

A. Plagiarism. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work. It is doubly unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due. The following three examples of plagiarism are described by Harold C. Martin and Richard M. Ohmann in their book *The Logic and Rhetoric of Exposition* (1963):

- Word-for-word copying. Whenever someone else is directly quoted, honesty and courtesy require acknowledgement of the source. The quoted material should be placed in quotation marks and its exact location should be indicated, either in the text of the student's paper or in a footnote.
- 2. The mosaic. To intersperse a few words of one's own here and there while basically copying the work of another is obviously unethical, unless one clearly acknowledges that this is being done. Should there be a valid reason for doing so then quotation marks or a general footnote should be used to show what belongs to the source and what is one's own contribution.
- 3. The paraphrase. Once more than the crucial point is acknowledgement. Sometimes one can paraphrase in order to simplify, abbreviate, or improve upon an original, but the reader deserves to know what is being presented to him and whose work it represents. Therefore, acknowledgement of the source is required within the text of the student's paper or by footnote.
- B. Bribery. The offering, giving, receiving, or soliciting of any consideration in order to obtain a grade or other treatment not otherwise earned by the student through his/her own academic performance.

C. Cheating.

- Any conduct during a program, course, quiz, or examination which involves the unauthorized use of written or oral information, or information obtained by any other means of communication.
- The unauthorized buying, selling, trading or theft of any examination, quiz, term paper or project.
- The unauthorized use of any electronic or mechanical device during any program, course, quiz, or examination or in connection with laboratory reports or other materials related to academic performance.
- The unauthorized use of laboratory reports, term reports, theses, or written materials in whole or in part.
- 5. The unauthorized assistance or collaboration on any test, assignment, or project.
- The unauthorized use by a student of another student's work or the falsification of any other student's work.
- 7. Participating in, or permitting, any of the above activities as defined in C 1-6.

V-2 Jurisdiction

All full or part-time students enrolled at the University of North Carolina at Wilmington are subject to the Academic Honor Code.

V-3 Responsibility of the University Community

A. General Responsibility. It shall be the responsibility of every faculty member, student, administrator, and staff member of the University community to uphold and maintain the academic standards and integrity of the University of North Carolina at Wilmington. Any member of the

- University community who has reasonable grounds to believe that an infraction of the Academic Honor Code has occurred has an obligation to report the alleged violation.
- B. Student Responsibility. Each student shall conform to the Academic Honor Code at all times. Students may report academic violations to their class instructor, Department Chair, or to the Dean of the college/school in which the course is taught.
- C. The Responsibility of the Individual Instructors. Each instructor is encouraged to make his/her classes aware of the Academic Honor Code during the first week of classes of each semester or summer session.
- D. Responsibility of the University Administration. In consultation with the Faculty Senate, the Office of the Dean of Students will see that the Academic Honor Code and any amendments or changes approved by the Faculty Senate are published and promulgated annually. All new University faculty, administrative staff, personnel, and students should be advised of the Academic Honor Code upon becoming a member of the University community.
- E. Responsibility of the Office of the Dean of Students. The Office of the Dean of Students shall receive and maintain comprehensive records of all matters relating to violations of the Academic Honor Code.

V-4 Reporting and Adjudication Procedures

- A. A suspected infraction of the Academic Honor Code shall be reported to the instructor of the course in which it occurred. Such a report shall be made within five class days from the time of discovery unless extenuating circumstances prevent reporting.
- B. A suspected infraction of the Academic Honor Code may be reported by:
 - 1. The student committing the infraction.
 - By any member of the University community observing the alleged infraction.
- C. Upon receiving a report of an alleged violation, the instructor in charge of the course or materials in question shall inform the student of the following options and procedures. (Faculty are encouraged to consult with the Dean of Students regarding appropriate procedures and protection of student rights.)
 - 1. If the student admits the infraction, the faculty member may:
 - a. Propose a settlement by private resolution. The chairman of the department in which the faculty member teaches may be consulted for assistance in reaching a settlement. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped with notification to the department chair and to the Dean of the college/school in which the faculty member teaches, and to the Dean of Students for inclusion in the student's disciplinary records until the student graduates, or
 - Refer the case to the Dean of Students (without assigning a grade). The Dean will proceed as outlined in Section II-2-D-3.
 - If the student does not admit the infraction, the faculty member may:
 - Decide not to pursue the accusation(s) due to lack of evidence, whereupon, he/she shall inform the reporting party of this decision within five days, or

- Refer the case to the Dean of Students (without assigning a grade). The Dean will proceed as outlined in Section II-2-D.
- D. Upon notification of the instructor's decision not to pursue the allegation due to a lack of evidence, the reporting party may file a written report with the Office of the Dean of Students within five days of receipt of the instructor's decision. The Office of the Dean of Students will proceed as outlined in Section II-2-D.
- E. Section II, Student Conduct and Appeals, indicates that a student shall have a choice of an administrative (Dean of Students) or Campus Judicial Board hearing. The Dean of Students reserves the right not to hear a case and to forward it directly to the Campus Judicial Board.
- F. If a student chooses an administrative hearing, he/she may appeal the decision made by the Dean or designee to the Campus Judicial Board (see Section II-2-F). If the student chooses a Campus Judicial Board hearing, his/ her appeal of that decision would be made directly to the Chancellor of the University as outlined in Section II-3-D.
- G. If a student charged with an Academic Honor Code violation chooses a regular hearing before the Campus Judicial Board (see Section II-2-D-4) or appeals an administrative decision of the Dean of Students, two additional faculty members from a different UNCW college or school will sit on the Campus Judicial Board as voting members.

V-5 Expedited Hearing Procedure

The Chancellor at his or her sole discretion shall have the right to order an expedited review of the accused student's case. In such circumstances, the Chancellor shall sit as a hearings officer in lieu of the Campus Judicial Board or the Dean of Students and the procedure outlined in Section II-3 shall be observed. This expedited hearings procedure shall be used only in emergency circumstances as shall be identified by the Chancellor at his or her sole discretion. The decision of the Chancellor in such expedited proceedings shall constitute a final decision of the student's guilt or innocence.

V-6 Suggested Penalties for Proven Offenses

- A. If the Campus Judicial Board or Dean of Students Office finds the student innocent of the charge, the instructor will ensure fair treatment of the student.
- B. If the defendant is found guilty of the charge, the Campus Judicial Board or Dean of Students/Assistant Dean of Students may impose a disciplinary sanction indicated in Section II-4 of the Code of Student Life. The authority to determine the course grade resides with the instructor. Failure in the course is generally appropriate for an offense of academic dishonesty.

Section VI—University Union

The University Union serves as a focal point for campus life outside the classroom, enhancing the University's mission to offer a well-rounded educational experience to its students. Encompassing approximately 53,000 square feet, the Union provides meeting space, study areas, recreational space, space for student organization offices, various administrative offices and the services of a post office, the University Information Center, a banking machine and a campus snack bar.

VI-1 The UNCW University Union Board

The general purpose of the UNCW University Union Board is to act in an advisory capacity to the Director of the University Union and staff in matters regarding the management and operation of the facility. It is a Chancellor's committee with its members appointed by the Chancellor. The Board makes recommendations to the Chancellor through the Vice Chancellor for Student Affairs.

- A. The Board has 14 voting members: one student nominated by the President of Student Government; one student nominated by the Vice President of Student Government; the Chair of the University Program Board; one student jointly nominated by the Panhellenic Council and the Inter-Fraternity Council; three students nominated by the Student Senate representing the Residence Life Association, the undergraduate student body, and the graduate student body; one student nominated by the Director of Minority Affairs; three faculty members from various disciplines appointed for twoyear terms; one staff member nominated by the Vice Chancellor for Business Affairs; one staff member nominated by the Vice Chancellor for Student Affairs: and one alumnus appointed by the UNCW Alumni Association Board of Directors. The Director of the University Union, Assistant Director for Operations. Assistant Director for Student Activities, and Student Activities Adviser are members of the Board without a vote.
- B. Qualifications for Board members are: every member, with the exception of the Alumni Association member, should be a current full-time employee of UNCW or an enrolled graduate or undergraduate student who is in good academic standing at UNCW at the time of his/her appointment and throughout his/her term. A voting member shall have been an employee or student at UNCW for one semester (two summer sessions will be considered one semester) prior to his/her appointment.
- C. Officers of the Board are the President and Vice President, elected by the Board each year. The Director of the University Union will serve as the recording secretary for the Board. Staff support for the Board shall be provided by the Director and other Union staff members.

D. Functions and Responsibilities of the Board:

- The Board will meet monthly during fall and spring semesters.
- The Board will establish an Executive Committee which will meet with all other available Board members and act for the Board during periods when the University is not in session.
- The Board will compile an annual report concerning the Union's programs, personnel, and budget for submission to the Chancellor through the Vice Chancellor for Student Affairs by August 31st of each year.
- 4. The Board is advisory to the Director in all aspects of the Union's operation. It will study, review and develop recommendations relative to the Union's policies, programs, services, space utilization, fee structure, maintenance, and long-range plans.
- 5. The Board will have the authority to act as an appeal body in situations where it is so designated.

VI-2 The Director of University Union

- A. The Director is the chief executive official of the Union. He/she is responsible for the operation of the Union building and its programs and activities and shall:
 - Coordinate all functions involving Union facilities and their use.
 - Facilitate the establishment of UNCW University Union and Student Activities goals and develop programs for their accomplishment.
 - 3. Supervise staff members.
 - Serve in a nonvoting, advisory capacity for all committees created by the UNCW University Union.

VI-3 UNCW University Union Facilities

A. Use of Facilities

- Union facilities are reserved primarily for use by UNCW students, faculty and staff.
- The Director of the University Union or his/her representative is charged with determining whether the conduct of an individual or group is in compliance with University policies.
- The University Union's normal operating hours (when classes are in session, fall and spring semesters) are:
 - a. Monday through Friday 7 a.m.-11 p.m.
 - b. Saturday and Sunday 12 noon-11 p.m.
 - c. On Sundays through Thursdays, programs are to end no later than 10:30 p.m. Friday and Saturday night programs are to end no later than 11 p.m. unless special arrangements have been made in advance with the Service Area Coordinator. By special arrangement, the building will be available on Friday and Saturday nights until 2 a.m.

B. Reservations

- Conference rooms in the University Union can be reserved by a registered campus organization, University department, or student, faculty, or staff member for University functions on a "first come, first served" basis. The Union staff reserves the right to make substitutions in room reservations or move a group to another area subject to availability. Reservations can be made by visiting or calling the Union Services Area Coordinator in room 214 D from 8 a.m. to 5 p.m., Monday through Friday.
- 2. The Union's Reservation Agreement must be completed, signed, and returned to the Services Area Coordinator within 2 working days of when the room was placed on hold. The individual or organization completing and signing the agreement accepts the responsibility for the proper use of the facility and equipment as well as proper conduct of the organization's members and guests. It is necessary that an organization be finished with the room by the time indicated on the reservation request. Members and guests are to be fully informed of these regulations by the person reserving the room.
- 3. The Services Area Coordinator must be notified of a cancellation no later than 1 p.m. on the day of the event or by 1 p.m. on Friday for a weekend event. For the multi-purpose room or large room events, cancellation notice must be given 48 hours prior to the event.

- Failure to give 48 hours notice will subject an organization to the loss of privilege of reserving rooms for 60 class days or a \$50.00 fine. No penalty is involved when cancellation occurs before this specified time.
- 4. The Union reserves the right to bill any organization or group for damages or losses which result from the use or misuse of facilities or equipment, including charges for additional janitorial service over and above normal cleaning of the area used. Groups will also be charged for building time staff required outside normal operating hours of the Union (e.g., building manager before or after hours, additional janitorial staff, etc.).
- 5. Food and drink will be limited to the multi-purpose room or lower level. This means no food or drink is allowed in restrooms or corridors, but special arrangements can be made for the courtyard. With the scheduling of a large group affair, the sponsor will provide members to pick up any litter around the Union and in the parking lots. Food or other light refreshments shall not be permitted in conference rooms unless permission is obtained at the time the reservation is made. Catering arrangements can be made through Campus Food Services by contacting the catering manager in the cafeteria.
- 6. Any decorations to be used must be approved at the time the reservation is made. Nothing shall be attached to the walls, with the exception of block walls in room 100, where masking tape may be used. All materials used at any event must be removed at the conclusion of the program.
- The University Union will not be responsible for any losses or injuries suffered by any person as a result of a room reservation and/or the activities of the reserving organization.

Section VII—University Owned Residences

VII-1 Introduction

The Office of Residence Life is committed to providing students with opportunities for diverse and meaningful learning experiences outside of the classroom. The Residence Life program facilitates this growth for each resident through a variety of opportunities for educational development, social interaction and athletic competition. These positive experiences in community living, self-discipline, and decision-making enhances on campus life. The Associate Dean of Students for Residence Life invites all students to stop by to ask questions and offer suggestions about living on campus. The Office of Residence Life is located in the Residence Life Activities Center. Please refer to the Housing and Residence Hall booklet for more detailed information on facilities. This booklet is available from the Office of Residence Life, Housing Office, and the Office of the Dean of Students.

VII-2 Residence Life Staff

A. The organization and administration of the 'Residence Life Program is the responsibility of the Office of the Dean of Students. All students residing in residence halls and apartments are subject to the authority of the Dean of Students and the staff of the Dean. The Associate Dean of Students for Residence Life and the Area Coordinators are members of the staff of the Office of the Dean of Students. The Dean of Students is directly responsible to the Vice Chancellor for Student Affairs. B. Each residence hall and the apartment complex is supervised by a Resident Director, assisted by a group of Resident Assistants.

VII-3 Residence Life Activity Center

Located behind Hall 85 is the Residence Life Activity Center or the ReLac. The building is an area that can be used for recreation, relaxation and study. There is equipment available to play ping-pong, darts, paddle ball, volleyball and pool (for 50 cents). There are also several board games such as Trivial Pursuit, Monopoly, Life, Risk, etc. One room in the building is carpeted and has several small tables that can be used for group study, group projects, or for watching cable TV. The ReLac is open Monday through Friday from 8 a.m. to 5 p.m. and nightly from 6 p.m. to 11 p.m.

VII-4 Residence Life Recreation Center

Located between the University Apartments and Hall '85 is the Residence Life Recreation Center. This on-campus resident facility includes two volleyball courts, three basketball courts, four tennis courts, a multi-purpose field, a softball diamond, and a gazebo fully equipped for live entertainment. On-campus, resident students will be given first priority in scheduling use of the center. Scheduling is made through the Office of Residence Life.

VII-5 Residence Life Policies

The primary responsibility of the Residence Life Program is to maintain an atmosphere conducive to the pursuit of academic and personal goals, and personal growth. Within this context, it is important to recognize the effect of the resident life setting which creates a special need for awareness of how one's individual actions can influence the environment of the floor and thus directly effect the resident community. In light of these conditions, the following policies have been established.

- A. Alcoholic Beverages—Although consumption of alcoholic beverages is not encouraged by the University, students are permitted to possess and consume alcoholic beverages in their rooms provided that they comply with State laws pertaining to alcoholic beverages. In addition to the UNCW policies regarding the possession and consumption of alcoholic beverages (Appendix D) and marketing of alcoholic beverages (Appendix E), the following rules pertain to residence halls:
 - There are to be no kegs of beer in the students' rooms or elsewhere in the residence halls or apartments except during official Residence Life functions where an alcoholic beverage permit is completed in the Office of the Dean of Students and approved by the Chancellor.
- B. Visitation—Visitation including members of the opposite sex is permitted during certain specified hours. These hours will be posted in the lobby areas of each residence hall and in the apartment office. It will be the responsibility of each resident and visitor to know the visitation hours:
 - Sunday through Thursday—11:30 a.m. until 11:30 p.m. Friday and Saturday—11:30 a.m. until 2:00 a.m.
 - Visitors will be escorted by residents of the building from 7:00 p.m. until the end of visitation hours. An unescorted visitor must provide positive identification and confirm his/her destination.

- Guests of the same sex are permitted to stay beyond visitation hours provided they register with the Night Receptionist on duty, prior to the end of visitation hours.
- C. Pets—Because of public regulations, pets are not allowed in the residence halls or apartments. This includes, but is not limited to, dogs, cats, birds, hamsters, mice, snakes, and other rodents. However, fish in aquariums are permitted as long as the tank does not exceed 20 gallons and is kept in a sanitary condition.
- D. Noise—Residents are expected to use discretion where noise is concerned both in and around residence halls and apartments. Therefore, excessive noise is prohibited at all times. Students are asked to be considerate of others' rights to study and sleep. If stereos are played out of windows, or are presenting a problem in any area around the residence halls and apartments, owners risk the removal of the stereo from the residence hall or apartment. Quiet hours are 7:00 p.m. to 10:00 a.m., Sunday through Thursday. Friday and Saturday nights quiet hours begin at 2:00 a.m. (Saturday and Sunday morning courtesy hours are in effect at all times.) During these hours the environment is to be one which is conducive to studying. Therefore, loud stereos, gathering in hallways, and other disturbances will not be allowed. Noise must be kept at a minimum level which cannot be heard in others' rooms.
- E. Solicitation—Residence halls and/or apartments may not be used to raise money for any individual or organization other than an official registered campus organization (either faculty, staff, or student). Anyone not connected with the residence halls/apartments who does not have the proper identification and authorization may be cited for trespassing. In order to maintain the privacy of resident students, no door-to-door solicitation is allowed. Authorization for solicitation must come from the Dean of Students.
- F. Behavior—Disciplinary proceedings as outlined in Section II-2 will be initiated against a student who violates the "Code" Section II-1-B or other applicable rules such as:
 - Violation of visitation as outlined in the handbook or posted in the residence halls/apartments.
 - Tampering with, destroying, defacing, or removing public property within the residence halls, including furniture, doors, screens, walls, elevator, vending machines, celling tiles, games, etc.
 - Destroying or tampering with fire alarms and/or firefighting or emergency equipment.
 - Loaning or using unauthorized entrance door keys, room keys and/or hall combinations.
 - 5. Throwing objects from the windows of residence halls/apartments.
 - 6. Undermining the security of hall residents and property (e.g., intentionally leaving doors propped open).
 - Cooking in residence hall rooms.
 - 8. Walking or laying on building or apartment roofs.
 - Obstructing hallways and/or entrances (e.g., bicycles parked in these areas).
 - Driving motorized vehicles on the sidewalks and/or grass in the residence life area.

- G. Individual Privacy in Relation to Student Rooms Privacy of the individual is of the utmost concern to the Housing Office and the University; however, entry of student residence hall rooms and apartments at times is necessary.
 - Room Entry—University officials may enter a room under the following conditions:
 - a. When there is sufficient reason to believe that an emergency situation exists which poses immediate danger to the occupants and/or to the facility.
 - For routine maintenance and cleaning. Whenever possible, 48 hour notice will be posted on the individual floors or wings in a designated area.
 - To deal with disturbances which are in violation of University regulations and/or violating the rights of other students within the hall.
 - d. When a student who is a resident gives voluntary consent. The student's consent may be freely given and must not be based on coercion or threats by the University, and must not be occasioned by a student's fear of reprisal for failure to give consent.
 - The intrusion by the employee must be limited to the consent given by the student; for example, if the student consents to entry by the employee, the employee is not entitled to search the student's belongings without obtaining further consent to do so.
 - Any student who is a resident of the room, suite
 or apartment may consent to entry of the University employee and to search that student's personal belongings. However, no student may consent to the search of another student's bedroom, closets, locker, suitcases or other areas
 under the primary control of another student.
 - e. Materials found during entry as described in this section may be used in any University disciplinary proceeding if said material is found in plain sight or during the course of performing the objectives described in a, b, c, and d. Materials found beyond the scope of such entry shall constitute a search as defined below and may not be admitted if found in violation of that section. Any unauthorized materials found during an entry may be impounded.
 - Room Search—Searches of student-occupied premises or a student's personal possessions shall be only as authorized by law. A student's room is considered private; a search of residence hall rooms will be guided by the following principles:
 - a. University officials and/or University Police may search a room only upon obtaining a legal warrant. The University Police officer will be accompanied by additional University officials when the search is conducted.
 - b. Searches of University residence hall rooms by external law enforcement officials will be regarded as a matter between the student and law enforcement officials involved. The University's interest will be limited to requesting that it be notified of impending searches.
- H. Room Condition—Any alteration within a residence room such as painting or construction of lofts must be approved in advance by the Office of Residence Life.

Section VIII—Policy on Illegal Drugs

VIII-1 Introduction

The fundamental purpose of the University of North Carolina at Wilmington (UNCW) is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. That environment is damaged by illegal drug use. Therefore, all members of the academic community, students, faculty members, administrators, and other University employees, share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

VIII-2 Policy and Program

- A. The illegal use, possession, sale, delivery and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension or dismissal of students, faculty members, administrators and other university employees.
- B. UNCW policies and programs are intended to emphasize
 - The incompatibility of the use or sale of illegal drugs with the goals of the University.
 - The legal consequences of involvement with illegal drugs.
 - 3. The medical implications of the use of illegal drugs.
 - The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.
- C. UNCW provides a systematic substance abuse education and prevention program designed to reach all segments of the campus community. To assist in accomplishing this mission, the Center for Substance Abuse Education and Prevention has developed a well-integrated centralized program that is a focal point for campus substance abuse education, training, and prevention which monitors the effectiveness of programs for constituencies served. This Center provides substance abuse counseling and referral services on campus and in the external community. It also provides consultative services to offices and agencies in the University environment and collaborates with the Employee Assistance Coordinator in the University Personnel Office to develop counseling and referral services for faculty and staff desirous of seeking assistance off-campus. This Policy on Illegal Drugs is presented within the four areas of education, counseling and rehabilitation, enforcement and penalties, and assessment.

VIII-3 Education

UNCW provides a program of education designed to help all members of the University community avoid involvement with illegal drugs. Education programs:

- A. Provide a system of accurate, current information exchange on the health risks and symptoms of drug use for students, faculty and staff.
- Promote and support institutional activity programming that discourages substance abuse.
- C. Establish collaborative relationships between community groups and agencies and the institution for education, treatment and referral.
- D. Provide training programs for students, faculty, and staff to enable them to detect problems related to drug use, and to refer persons with these problems to appropriate assistance.

- E. Include information about drugs for students and family members in the student orientation programs. The use of prescription and over-the-counter drugs will be addressed.
- F. Support and encourage faculty in incorporating education about drugs into the curriculum where appropriate.
- G. Develop a coordinated effort across campus for drug related education, treatment and referral.

VIII-4 Counseling and Rehabilitation

- A. UNCW provides information about drug counseling and rehabilitation services to members of the University community. Persons who voluntarily avail themselves of University services can be assured that applicable professional standards of confidentiality will be observed. Counseling and rehabilitation services include:
 - Provision of training for professional staff and student staff on drug abuse information, intervention and referral.
 - Conducting education programs for students who have demonstrated abusive behavior with drugs.
 - Conducting individual and group counseling for members of the University community with drug problems.
 - 4. Conducting drug abuse assessments.
 - Coordinating referral and follow up of campus individuals and developing a referral and follow up mechanism in collaboration with the Employee Assistance Coordinator in the Personnel Office.
 - 6. Organizing campus self-help groups.
 - Providing consultation, information and referral for students, staff and faculty with drug problems.
 - 8. Designing and developing referral opportunities for members of the University community who desire to seek professional assistance beyond the campus. This will be done in cooperation with the Employee Assistance Coordinator in the Personnel Office.
 - Providing with peer involvement a system of intervention and referral services for students, faculty and staff
- B. In providing the above prevention strategies, it is recognized that some campus constituents may prefer professional assistance external to the campus. Therefore, the Campus Community Substance Abuse Education and Prevention Program Coordinator will collaborate with the Employee Assistance Coordinator in the development of appropriate referral mechanisms for these individuals. A listing of off campus resources for assistance and referral is available for those who choose that option. In the development of this program, it is desired that faculty, students, administrators and other employees be comfortable in the manner in which they are served and have a choice in the selection of appropriate assistance. Individuals served in the counseling program on campus can be assured that confidentiality will be maintained and that they will be served by professionals.

VIII-5 Enforcement and Penalties

A. Enforcement:

In seeking to enforce established University policy, the University of North Carolina at Wilmington will:

- 1. Publicize all drug policies.
- 2. Consistently enforce drug policies.

Exercise appropriate disciplinary action for drug policy violations.

B. Penalties:

UNCW shall take actions necessary, consistent with state and federal law and applicable University policy, to eliminate illegal drugs from the University community. University policy on illegal drugs is publicized in the University catalog, student and faculty handbooks, student orientation materials, letters to students and parents, residence hall meetings, and faculty and employee meetings.

Students and faculty members, administrators, and other employees are responsible as citizens for knowing about and complying with the provisions of the North Carolina law that makes it a crime to possess, sell, deliver, or manufacture drugs designated collectively as "controlled substances" in Article V, Chapter 90 of the North Carolina General Statutes (see Appendix H). Any member of the University community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by UNCW. It is not "double ieopardy" for both the civil authorities and the University to proceed against and punish a person for the same specified conduct. The University will initiate its own disciplinary proceedings against the student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interest of the University.

Penalties will be imposed by UNCW in accordance with procedural safeguards applicable to disciplinary actions against students (see Code of Student Life, Section II), faculty members (see Policies of Academic Freedom and Tenure, UNCW, Section VII), and administrators and other employees (see Procedure No. PER 6.10 and Personnel Policies for Designated Employment Exempt from State Personnel Act - EPA Administrative Positions).

The penalties to be imposed by the University may range from written warning with probationary status to expulsion from enrollment and discharge from employment; however, the following minimum penalties shall be imposed for the particular offenses described.

1. Trafficking in Illegal Drugs

- a. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver any controlled substance identified in Schedule I, North Carolina General Statutes 90-89, or Schedule II, North Carolina General Status, 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualine), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.
- b. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, any controlled substance identified in Schedules Ill through VI, North Carolina General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, pentobarbitals, codeine), the minimum penalty shall be suspension from enrollment or from employment' for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled, and any faculty member, administrator, or other employee shall be discharged.

2. Illegal Possession of Drugs

 For a first offense involving the illegal possession of any controlled substance identified in Schedule I, North Carolina General Statutes 90-89, or Schedule II, North Carolina General Statutes 90-90, the minimum penalty shall be suspension from enrollment or from employment' for a period of at least one semester or its equivalent.

- b. For a first offense involving the illegal possession of any controlled substance identified in Schedules III though VI, North Carolina General Statutes 90-91 through 90-94, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or employment' for any unexpired balance of the prescribed period of the probation.
- c. For the second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators, and employees.

3. Suspension Pending Final Disposition

When a student, faculty member, administrator, or university employee has been charge by UNCW with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment and/or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor, or in the Chancellor's absence, the Chancellor's designee concludes that the person's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community; provided that, if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

VIII-6 Assessment

- UNCW shall in its effort to continually assess the campus environment:
 - Appraise the institutional environment as an underlying cause of drug abuse.
 - Assess campus awareness, attitudes, and behaviors regarding the use of drugs and employ results in program development.
 - Collect and use drug related summary information from police and security reports to guide program development.
 - 4. Collect and use summary health, counseling, and client information to guide program development.
 - Collect summary data regarding drug related disciplinary actions and use it to guide program development.
- B. Annually, the Chancellor shall submit to the Board of Trustees a report of campus activities related to illegal drugs for the proceeding year. The report shall include the following:
 - A listing of major education activities conducted during the year;

- A report on any illegal drug related incidents, including any sanctions imposed;
- An assessment by the Chancellor of the effectiveness of the campus program; and
- Any proposed changes in University policy on illegal drugs.

The Chancellor shall provide a copy of his report to the President.

Rules of the State Personnel Commission govem the disciplinary actions that may be taken against SPA employees. Under current Commission regulations discharge, rather than suspension, is the applicable penalty for SPA employees in those instances where this policy otherwise requires suspension.

Appendix A

Joint Statement of Rights and Freedoms of Students

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D.C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards for accreditation.

Since its formulation, the Joint Statement has been endorsed by each of its first national sponsors, as well as by a number of other professional bodies. The endorsers are listed below.

U.S. National Student Association; Association of American Colleges; American Association of University Professors; National Association of Student Personnel Administrators; National Association of Women Deans and Counselors; American Association for Higher Education; Jesuit Education Association; American College Personnel Association; Executive Committee, College and University Department, National Catholic Education Association; Commission on Student Personnel, American Association of Junior Colleges.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive,

to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matter unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection against Improper Academic Evaluation
Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection against Improper Disclosure

Information against student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to

unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

- The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership of the college or university community.
- Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
- 3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
- 4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
- Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

- Student and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.
- 2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used

as a device of censorship. It should be made clear to the academic and larger community that sponsorship of quest speakers does not necessarily apply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are means of bringing student concems to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

- The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- 2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
- 3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as if often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to appraise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentially violates institutional regulations in the course of his off campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition. At the same time, educational institutions have a duty and corollary disciplinary powers to protect their educational purposes through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of students conduct, proper procedural safeguards should be observed to protect the student from the fair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no

honor codes offering comparable guarantees.

A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavior expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be free as possible from imposed limitations that have no direct relevance to his/her education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

- 1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.
- Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or his/her right to be present on the campus and to attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being, of students, faculty, or university property.

D. Hearing Committee Procedures

When the misconduct may result in the serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

- The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.
- The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.
- The student appearing before the hearing committee should have the right to be assisted in his/her defense by an adviser of his/her choice.

- 4. The burden of proof should rest upon the officials bringing the charge.
- 5. The student should be given an opportunity to testify and to present evidence and witnesses. He/she should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him/her unless he/she has been advised of their content and of the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
- All matters upon which the decision may be based must be introduced into evidence at the proceedings before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.
- In the absence of a transcript, there should be both a digest and a verbatim record; such as a tape recording, of the hearing.
- The decision of the hearing committee should be final, subject only to the student's rights of appeal to the president or ultimately to the governing board of the institution.

Appendix B

SUPPLEMENT I: Title IX of the Education Amendments of 1972, as Amended*

SEX DISCRIMINATION PROHIBITED

Sec. 901.(a) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, except that:

- (6) This section shall not apply to membership practices—
 - (A) of a social fraternity or social sorority which is exempt from taxation under Section 501(a) of the Internal Revenue Code of 1954, the active membership of which consists primarily of students in attendance at an institution of higher education.

*P.L. 92-318 (1972) and P.L. 93-568 (1974).

Appendix C

STATE POLICY ON FIREARMS OR OTHER WEAPONS
ON UNIVERSITY PROPERTY

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284-1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used soley for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for

the administration of any public or private education institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors or razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in the discharge of their official duties, officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any country, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

Appendix D

POLICIES REGARDING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington permits malt beverages and unfortified wines to be consumed at special activities and programs and in the privacy of residence hall rooms.

This is no intent to encourage the increased use of alcoholic beverages or to force their consumption upon those who object to the use of alcohol on moral, ethical, or religious grounds. The policy is designed to promote the positive, healthy use or non-use of alcoholic beverages in a responsible manner.

- University policies concerning the possession and consumption of alcholic beverages do not contravene federal, state, or municipal law regarding their purchase, possession, or consumption.
 - A. Effective September 1, 1986, the North Carolina Alcoholic Beverage Control Laws made it illegal for any person under 21 years of age to purchase, possess, or consume, or for anyone to aid or abet such a person in purchasing or consuming any alcoholic beverages.
 - B. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University. (General Statutes 18-87 and 18-50).
 - C. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person or persons, whether accepted or not, on any public road or street, parking lot, sidewalk, or other publicly owned or leased place within the city of Wilmington.
 - Student fees collected by UNCW cannot be used to purchase alcoholic beverages.

- E. Student events at which alcoholic beverages may be consumed can be held only under circumstances in which the host organization demonstrates reasonable means of ensuring the safety of participants and adherence to state law.
- II. Possession and consumption of alcoholic beverages at University events must adhere to the following guidelines.
 - A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to the Residence Life areas and the University Union. Exceptions may be designated by the Chancellor.
 - B. The use of alcoholic beverages at a campus event shall be subject to the approval of the Chancellor.
 - The UNCW Alcohol Beverage Permit and Statement of Responsibility must be filed with the Dean of Students Office seven days prior to the event.
 - 2. The adviser to the sponsoring organization must be present for the entire event.
 - C. Alcoholic beverages may be used only as complements to an event, not as the main focus.
 - D. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
 - E. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
 - F. Consumption of alcoholic beverages is only permitted within the approved area designated for the event.
 - G. At least two people shall check every person entering an event for proof of legal drinking age. Only the following will be accepted as valid identification:
 - 1. Driver's license with picture.
 - Driver's license without a picture along with both a Social Security card and another form of picture identification.
 - 3. Military identification card.
 - 4. Passport.
 - Special identification card obtained from N.C. Department of Motor Vehicles. Persons of legal drinking age shall be given a non-transferrable form of identification.
 - H. Alcohol shall not be served to those exhibiting unusual behavior or impaired speech or motor coordination when such behavior appears to be the result of substance abuse.
 - I. Alcohol will be discontinued one (1) hour before the event ends.
 - Failure to comply with conditions for alcohol consumption on campus will result in disciplinary action.
- III. Alcohol Beverage Quantity Guidelines are designed in compliance with guidelines set forth by the National Institute on Alcohol Abuse and Alcoholism.
 - A. Beer—12 oz. per person per hour
 - B. Wine—4 oz. per person per hour

Appendix E

STATEMENT OF PRINCIPLES REGARDING THE MARKETING OF ALCOHOLIC BEVERAGES ON THE UNCW CAMPUS

Alcohol abuse poses a serious threat to the health and welfare of a large segment of the college student population through acts of vandalism and property damage, automobile and other types of accidents, lessening of academic performance, estrangement of social relations, and, in some cases, bodily injury, illness and death.

In: propriate and irresponsible marketing and promotion of beverage alcohol on campus can contribute to the problems of alcohol abuse. The development of campus policies which protect the health and welfare of college students is an important responsibility of the UNCW community. Institutional policies, practices and regulations should form the basis of a responsible approach to this area on campus.

The following guidelines are to govern alcohol marketing

practices on the UNCW campus.

- Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the Code of Student Life and state law. They must avoid demeaning sexual or discriminatory portrayal of individuals and/or groups.
- Promotion of beverage alcohol should not encourage any form of alcohol abuse, nor should it place emphasis on quantity and frequency of use (i.e., all you can drink).
- Beverage alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.
- 4. No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling or other promotional activities should include "drinking contests."
- Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Office of the Dean of Students.
- Display or availability of promotional materials should be determined in consultation with the Office of the Dean of Students or Substance Abuse Advisory Board.
- Informational marketing programs should subscribe to the philosophy of responsible and legal use of the products represented.
- Beverage alcohol marketers will be encouraged to support campus alcohol education programs that encourage informed and responsible decisions about the use of nonuse of beer, wine or distilled spirits.
- Beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.
- Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
- Local off-campus promotional activities primarily directed to students should be developed with the previous knowledge of the UNCW Alcohol Awareness Substance Abuse Advisory Board.

- 12. Beverage alcohol marketers will not be permitted to promote their products on campus unless they agree to abide by the above marketing guidelines. The Vice Chancellor for Student Affairs, in consultation with the Substance Abuse Advisory Board, will be responsible for implementing these guidelines.
- 13. Advertisement posting for any University event when alcoholic beverages are served shall note the availability of non-alcoholic beverages as predominately as alcohol. Alcohol should not be used as an inducement to participate in a campus event.

Appendix F

HAZING

The following is from North Carolina Statutes:

14-25. "Hazing; definition and punishment—It shall be unlawful for any student in any college or school in the state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat, or harass him, or to subject him to personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel—Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or governing board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender, and a failure to do so shall be a misdemeanor."

Appendix G

STATEMENT OF UNIVERSITY POLCIES, PROCEDURES AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION OF EDUCATIONAL PROCESS

Adopted by the Board of Trustees October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right of petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (the term "faculty member," whenever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or

research at the University), any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstruction or disrupting any normal operation or function of the University or any of its component institutions: (1) occupation of any University building or part thereof with the intent to deprive others of its normal use; (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University campus.

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5.3. Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no event more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed in subsection (c) through (f) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:
 (1) The specific violations of this Chapter V with which the accused is charge.

cused is charge.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of the notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of witness and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guilty, the Hearing Committee shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the person is found guilty or not guilty, a written report shall be made by the Chancellor or the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such findings in which to appeal to the President of the University. Such an appeal if taken shall be upon the

grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of his case by the Hearing Committee shall be suspended indefinitely or

discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in this Chapter V.

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps, including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University.

Section 5-4. Aggravated Acts or Threatened Repetition of Acts

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise the Chancellor in any emergency. No member of such Panel shall serve for more than one (1) year unless they are reappointed by the Chancellor. The Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the Panel.

(b) If, in the judgment of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character or probable repetition of such act or acts, necessitates immediate action to protect the University for substantial interference with any of its orderly operations or functions, or to prevent threats to or acts which endanger life or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University campus; provided, however, that in the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be afforded a prompt

hearing, which, if requested, shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V, the bar against the appearance of the accused on the University campus shall remain in effect until final judgment has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel provided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required numbers of them individually by telephone or by such other means as he may choose to employ, in which event he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5.3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds.

- (1) That the finding is not supported by substantial evidence;
- (2) That a fair hearing was not accorded the accused; or
- (3) That the discipline imposed was excessive or inappropriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any court, State or Federal, or before any student, faculty, administrative, or Trustee committee to any person charged with or suspected of violating Section 5-2(a) or (b) of these Bylaws.

Appendix H

DRUG POLICY—NORTH CAROLINA GENERAL STATUTE 90-95(a)

Violation penalties:

- A. Except as authorized by this Article, it is unlawful for any person:
 - To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance:
 - To create, sell or deliver, or possess with intent to sell or deliver a counterfeit controlled substance;
 - 3) To possess a controlled substance.

- B. Any person who violates G.S. 90-95(a) (1) with respect to:
 - A controlled substance classified in Schedule I or II shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than 10 years or fined not more than ten-thousand dollars (\$10,000), or both in the discretion of the court.
 - 2) A controlled substance classified in Schedule III, IV, V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery of violation of G.S. 90-95(a) (1).

In accordance with state law, drug paraphernalia is prohibited on campus.

Appendix I

LOCATION OF STUDENT RECORDS

- A. Academic Records
 - 1. Registrar's Office, University Registrar, James Hall
 - 2. Offices of each academic department, Department Chair
 - 3. Offices of each college or school, Deans
- 4. Special Programs, Director, Hoggard Hall
- B. Disciplinary Records
 Office of the Dean of Students, University Union
- C. Employment Records
 Director of Personnel, Alderman Hall
 Director of Student Financial Aid, Hinton James Hall
- D. Counseling Records
 Director of Student Development Center, Student
 Support Center
- E. Medical Records Student Health Services, Student Support Center
- F. Financial Aid Records
 Director of Student Financial Aid, Hinton James Hall
- G. Campus Police Records
 Director of Campus Police Services, Campus Police
 Office
- H. Career Planning & Placement Records
 Director of Career Planning & Placement, University
 Union
- Records Relating to the International Student Program Dean of Students, University Union
- J. Records Relating to Student Athletes Athletic Director, Trask
- K. Records Relating to Students in the ROTC Program Military Science Office, Hoggard Hall
- L. Admissions Records Director of Undergraduate Admissions, James Hall Graduate Admissions, Assistant Vice Chancellor for Academic Affairs, Alderman Hall
- M. Student Accounts Records
 Accounting Office, James Hall
- N. Residence Hall Records
 Associate Dean of Students for Residence Life
 Residence Life Activities Building

Appendix J

POLICY REGARDING DISORDERLY CONDUCT NORTH CAROLINA GENERAL STATUTE 14-288.4

Disorderly conduct is a public disturbance intentionally caused by any person who:

- Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
- Makes or uses any utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
- Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the chief administrative officer of the institution, or his authorized representative; or
- Refuses to vacate any building or facility of any public or private educational institution in obedience to:
 - a. An order of the chief administrative officer of the institution, or his authorized representative; or
 - An order given by any fireman or public health officer acting within the scope of his authority; or
 - c. If a state of emergency is occurring or is imminent within the institution, an order given by any law enforcement officer acting within the scope of his authority; or
- Shall, after being forbidden to do so by the chief administrative officer, or his authorized representative, of any public or private educational institution;
 - Engage in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any building or facility of the institution in its normal and intended use; or
 - b. Congregate, assemble, form groups or formations (whether organized or not), block, or in any manner otherwise interfere with the operation or functioning of any building or facility of the institution so as to interfere with the customary or normal use of the building or facility; or
- Disrupts, disturbs, or interferes with the teaching of students at any public or private educational institution or engages in conduct which disturbs th peace, order or discipline at any public or private educational institution or on the groups adjacent thereto.
- Disrupts, disturbs, or interferes with a religious service or assembly or engages in conduct which disturbs the peace or order at any religious service or assembly.

As used in this section the term "building or facility" includes the surrounding grounds and premises of any building or facility used in connection with the operation or functioning of such building or facility.

Any person who willfully engages in disorderly conduct is guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500) or imprisonment for not more than six months. (1969, c. 869, s. 1; 1972, c. 668, s. 1; 1973, c. 1347; 1975, c. 19, s. 4; 1983, c. 39. s. 5)

Appendix K

DISCRIMINATORY PERSONAL CONDUCT AND SEXUAL HARASSMENT POLICY OF

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

I. POLICY

- A. Discriminatory personal conduct, including sexual harassment, toward any member of the University by any University employee is a violation of both State and federal law and University policy and cannot be tolerated in the University community.
- B. Discriminatory personal conduct is defined as "speech or action by a University employee that gives offense by its biased or prejudiced nature, with or without effect on a specific incident of another person's University experience." (Bias in this context refers to race, color, national origin, sex, religion, handicap, age, affectional/sexual problems.)
 - As defined above, discriminatory conduct may be either verbal or physical "speech or action" that which gives offense in and of itself, that has in common exploitation of or hostility towards personal characteristics that are irrelevant to the conduct of University life. In all institutional relationships the University expects its employees to show civility and discretion in regard to students and colleagues and to treat each with equality and dignity; accordingly, all persons acting on behalf of the University should seek to assure that all University activities are untainted by invidious discrimination, in both speech and action.
- C. Sexual harassment, a form of discriminatory personal conduct, is defined* as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when
 - submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic, or student status, or
 - (2) submission to or rejection of such conduct by an individual is used as a basis for employment, academic, or other institutional decisions affecting that individual. or
 - (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic activities, or student experience, or creating an intimidating, hostile, or offensive working, academic, or student life environment.

*EEOC text amended by insertion of appropriate references to the University environment.

Thus sexual harassment may be defined summarily as "the improper introduction into a University relationship of speech or conduct of a sexual nature."

D. Students, faculty and employees are encouraged to express responsibility to the appropriate official, as set out below, any problem or complaint of discriminatory conduct. Any act by a University employee or agent of reprisal, interference, or coercion - overtly or covertly against a student or an employee for responsibility using - this Policy and its Procedures is in violation of this policy and requires appropriate and prompt disciplinary action.

E. This Policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. If it is determined in any proceeding that a charge has been made in bad faith, i.e., with knowledge of its falseness, appropriate action shall be taken with respect to the person bringing the charge.

II. ADMINISTRATIVE REVIEW PROCEDURES

- A. While it is the responsibility of every employee in the University community to conduct himself as to contribute to an environment free of discriminatory behavior, the responsibility falls especially upon University administrators and supervisors. Any administrator or supervisor having knowledge of conduct involving discrimination or receiving a complaint of discriminatory conduct involving a University employee or agent under his or her administrative jurisdiction must take immediate steps to deal with the matter appropriately.
- B. An employee who believes he or she has been the victim of discriminatory conduct shall initially attempt to resolve the matter with the administrator or supervisor most directly concerned (unless that person is the individual accused of misconduct) or report the matter to the Federal Compliance Officer.
- C. A student who believes he or she has been the victim of discriminatory behavior, including sexual harassment, should report the matter to the Dean or Assistant Dean of Students or to the Federal Compliance Officer, The Dean or Assistant Dean of Students or the Federal Compliance Officer, after listening to the complaint, will attempt to determine if the allegation constitutes discriminatory personal conduct. If it is determined by the Dean or Federal Compliance officer that the charge falls within the purview of this policy, complaints against faculty members and EPA employees shall be referred to the appropriate academic Dean, Directo, or other University official who has most direct administrative jurisdiction over the person whose conduct is complained of: and complaints against SPA employees shall be referred to the Director of Personnel.
- D. Complaints may be made orally or in writing to the appropriate reviewing officer. (See paragraph C above) Before either an administrative or grievance inquiry is begun, that officer must record the complaint in a written statement identifying the grievant, the conduct complained of, and the employee alleged to have engaged in it. A copy of this record shall be provided in every case to the Federal Compliance Officer.

When the complainant seeks personal redress for an alleged wrong, then he or she must be willing to be identified to the person charged. If the complainant is willing to be identified, the reviewing officer will notify the person charged in writing, stating the complaint and indicating that an informal inquiry will be conducted. If the complainant is not willing to be identified or ceases to seek personal redress, he or she should be advised that the insitution, if it determines that such action is necessary, may pursue an inquiry on the institution's behalf and in its name rather than that of the individual; that the complainant may be identified in that event; and that the complainant enjoys the protections against retaliation set forth in I.D. above. Administrative procedures are initiated by the institution to ensure appropriate conduct by its employees, e.g. when the institution seeks to prevent likely recurrence of apparent improper conduct, even though no individual complainant wishes to pursue a personal grievance.

- E. Because of the essentially personal nature of these matter, especially sexual harassment charges, every effort should be made to resolve problems without formal proceedings if possible. Thus the reviewing officer's initial step should be an attempt to resolve the matter though discussion, counseling, agreement of the parties involved, or administrative action when appropriate. At this stage it is hoped that the parties will be sensitized to the nature of discriminatory personal conduct and what it does and does not involve, and that the review will be constructive whether it is determined that administrative action is appropriate or that the matter complained of does not constitute misconduct. Regardless of the outcome of this step, the reviewing officer shall briefly record the nature of the complaint and the response to it, the names of the parties involved and any agreement between them, and any administrative action to be taken in light of the inquiry. A copy of this record shall be provided to each party and to the Federal Compliance Officer, and may be made a part of each party's student or personnel files when appropriate.
- F. Sexual harassment matters may be especially sensitive for the parties involved, and involvement in grievance or administrative inquiries may cause particular apprehension both for complainants and for persons whose conduct is questioned. Therefore, each party may be accompanied and assisted by another person at all stages of inquiry.
- G. If a complaint is not resolved to the satisfaction of a complaining party, he or she may proceed in accordance with the Formal Grievance Review Procedures herein, within 10 days of receiving the record of the reviewing officer's efforts. If a person charges in a complaint wishes to contest any proposed resolution of it, including any proposed administrative action, that person may use the general grievance appeal mechanism to which he or she ordinarily has access or which is available in light of the proposed administrative action.

III. FORMAL GRIEVANCE REVIEW PROCEDURES

- A. Should any employee or student believe that he or she has been the victim of discriminatory personal conduct by a University employee, and should the administrative review (if appropriate) have failed to produce a resolution satisfactory to either party, then he or she may proceed with the general grievance appeal mechanism to which, by virtue of his or her position or circumstance in the university, he or she ordinarily has access.
- (1) Any formal grievance brought by an SPA employee will be reviewed through the established SPA Grievance Procedure.
- (2) Any formal grievance brought by a faculty member will be reviewed through the Faculty Grievance Committee Procedure. However, a faculty member who alleges that a decision not to reappoint him or her was based upon one or more of the existing impermissible grounds as stated in *Policies for Academic Freedom and Tenure*, The University of North Carolina at Wilmington shall request a review by the Hearings Committee in accordance with Section V of the *Policies for Academic Freedom and Tenure*.
- (3) Any formal grievance brought by a non-faculty EPA employee shall follow the grievance procedures provided in Section IV of the EPA-Administrative Personnel Policies. When a grievance is presented directly to the Chancellor, he, at his discretion, may appoint an ad hoc committee to review the complaint and recom-

- mend resolution; however, in all such cases, the Chancellor shall be responsible for rendering a decision.
- (4) Any formal grievance brought by a student will be reviewed through the Student Grievance procedure. The written complainant will be submitted to the Vice Chancellor who has administrative jurisdiction over the person named in the complaint. The Vice Chancellor will convene the student grievance hearings panel as established under the guidelines of the student grievance policy. Upon hearing the grievance, the student grievance hearings panel shall make its recommendation to the Vice Chancellor who will render the decision. If the Vice Chancellor's resolution is not satisfactory to the complainant, he or she may appeal the Vice Chancellor's decision to the Chancellor who will render the final decision.
- B. A complaint involving a grade or other academic-related matter must be filed before the last day of the next succeeding regular semester. A complaint that is not

- academic related must be filed within 30 days of the date the alleged misconduct occurred or from the date of the consequences of the alleged misconduct.
- C. A complaint shall be handled as expeditiously as possible by the appropriate grievance mechanism. Following the completion of grievance mechanism's review of the complain, the person who filed the complaint or the person accused of discriminatory personal conduct may appeal the disposition of the matter by the grievance mechanism provided under existing University procedures.
- D. When all proceedings are complete, a record of each grievance review and the findings of that review shall be submitted to the Federal Compliance Officer who shall maintain a confidential file of such records.

October, 1983

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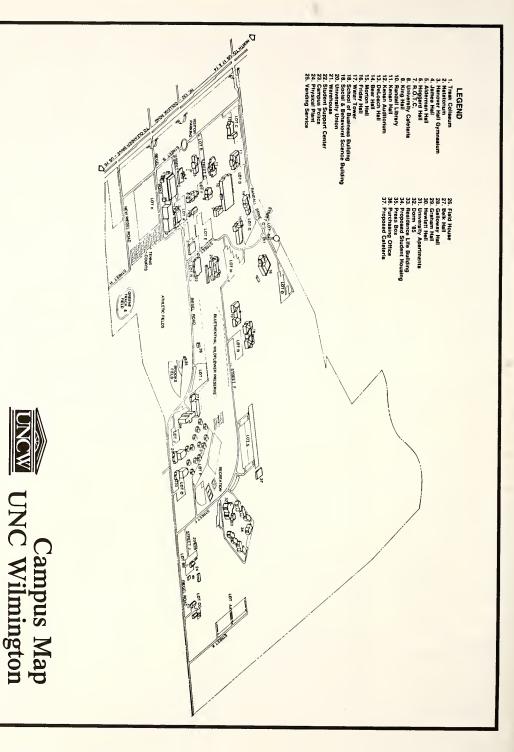
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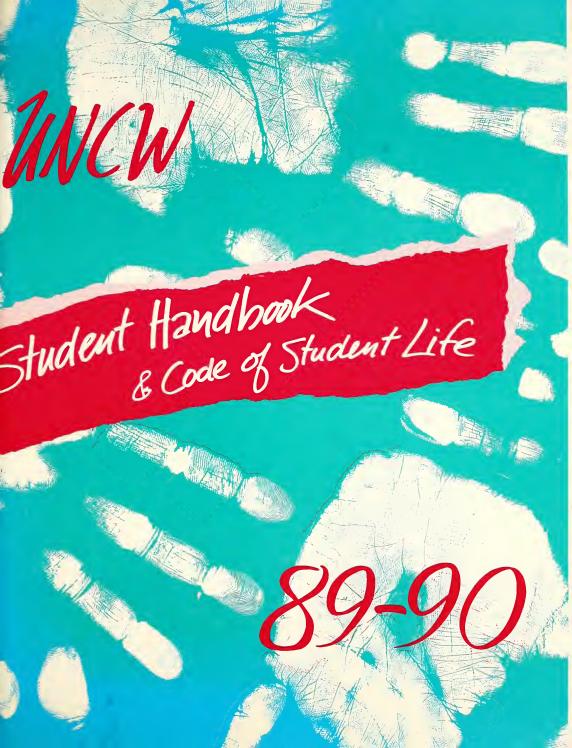
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Office of the Dean of Students
Division of Student Affairs
University of North Carolina
at Wilmington



Alma Mater by Charles Hunnicutt and Loyd Hudson Hail we proudly sing to thee Who guides our green and gold. Though future years may part us, Fond mem'ries we shall hold. (Refrain) For our hearts will cherish All your service done All Hail to thee Alma Mater, Praise to Wilmington. Here we stand as one together Voices raised in song. Our loyal hearts will praise thee As God doth lead us on. The University of North Carolina at Wilmington is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age or handicap Moreover. The University of North Carolina at Wilmington is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of black students. 7,500 copies of this public document have been printed at a cost of \$6,507.59, or 86c per copy. (GS 143-170.1)

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WELCOME

It is my pleasure as Chancellor of The University of North Carolina at Wilmington to welcome you as members of the fastest growing student body in The University of North Carolina system.

It has been my lifelong belief that the process of learning is one of the most exciting activities in which we engage as human beings. Each new fact, each new concept, each new perception, and each new perspective of beauty adds a uniquely new dimension to our lives. We often say on this campus that we are a community of scholars, and in a very real sense, I believe that is our mission.

As students enrolled here at The University of North Carolina at Wilmington, you are members of the largest segment of that community of scholars. For the remainder of your stay in this University community of scholars, may I wish you well and encourage you to dream your dreams and set your goals high.

William H. Wagoner Chancellor

Dr. Wagoner served as President of Wilmington College from 1968-1969, and as Chancellor of UNCW since 1969. During his 20 years of leadership, the University has grown from an enrollment of less than 1,200 to approximately 6,600.

Dear Fellow Students,

As your Student Body President, let me be the first to welcome you to The University of North Carolina at Wilmington. It is my view that this University is a very special institution. You will meet many different kinds of people and make many lasting friends. The Seahawk spirit and character will make the next four years some of the most memorable ones of your life.

"Involvement" is one of the best ways I can describe the UNCW way of life. There are over seventy (70) different groups and organizations on campus. This participation provides growth both inside and outside of the classroom.

Another way to get involved is through Student Government. It provides opportunities for enrichment and acts as a voice to the University's faculty, administration, and trustees. Also, we offer services that are vital to the student community with a large number of activities and organizations. I encourage everyone to take the time to experience all that our University has to offer.

Your Student Government Office is located upstairs in the University Union, Room 200. I invite each of you to stop in and give your ideas and suggestions. I look forward to seeing you.

With SEAHAWK PRIDE, Jim A. Humphries

STATEMENT ON DIVERSITY IN THE UNIVERSITY COMMUNITY

In an effort to address the needs of the total University community, the chancellor has endorsed the following statement of principle proposed by the Human Relations Advisory Committee:

As an institution of higher learning, The University of North Carolina at Wilmington represents a rich diversity of human beings among its faculty, staff, and students and is committed to maintaining a campus environment that values that diversity.

Accordingly, the University supports policies, curricula and co-curricular activities that encourage understanding of and appreciation for all members of its community and will not tolerate any harrassment of or disrespect for persons because of age, sex, color, race, religion, creed, national origin, sexual preference, political belief or affiliation, handicap, veteran status, marital status, or membership or nonmembership in any organization.

For more information concerning the ways that our multicultural learning community may be nurtured and protected, contact the Human Relations Committee through the office of the Chancellor or the Dean of Students.

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington is situated on a spacious campus of some 650 acres five miles west of Wrightsville Beach on the Atlantic Ocean. Academic and support buildings are designed in modified Georgian architecture. All academic and residence facilities are air conditioned as is the cafeteria.

Host to the University is the historic port city of Wilmington situated on the Cape Fear River. The largest city in North Carolina until after the turn of the century, Wilmington offers the University community a rich and diverse cultural heritage, a wealth of handsome architecture, and connections to nationally and internationally prominent individuals. With a population of 58,805 Wilmington is the largest city in the 119,577 person metropolitan statistical area comprised of New Hanover County.

UNCW has its roots in the aftermath of World War II when the New Hanover County Board of Education recognized the need for the returning veterans from Southeastern North Carolina to have access to higher education close to home. Established in 1947 as a two-year institution, Wilmington College became accredited in 1952 as a junior college and became a part of the North Carolina Community College System in 1958. In 1963, it became a senior college graduating its first baccalaureate degree recipients in 1965. By act of the state General Assembly in 1969, Wilmington College became part of the greater University of North Carolina, a body that now comprises 16 senior state institutions.

UNIVERSITY SERVICES

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students serves as the primary focal point for addressing student needs, issues and concerns. and serves as a resource and referral office for all faculty, staff and students. Acting in an advocacy role, the Dean and Assistant Dean of Students represent the student perspective to the University community. This office works with all segments of the University to help students develop through opportunities. advice and assistance. Within the Student Affairs Division, the Office of the Dean of Students provides consultation, new program development and assistance to the Vice Chancellor with special projects. Specifically, the office assists in the orientation for freshmen and transfer students; advises international, non-traditional and commuter students; publishes the Student Handbook and Code of Student Life; administers the student judicial system including the violations of the Academic Honor Code: coordinates the official withdrawal process from the University for undergraduate students; and assists the Office of Compliance in processing cases of discriminatory personal conduct, including sexual harrassment. Additionally, the Office of the Dean of Students coordinates programs and policy on rape prevention and assistance, substance abuse education and prevention, and implements developmental programs to meet assessed and perceived student needs. The Office of the Dean of Students also provides supervision for the Residence Life Program and ALTERNATIVES!, the Substance Abuse Education and Prevention Center.

CAMPUS MINISTRY

Campus Ministry at UNCW is provided by a variety of religious groups. United Christian Campus Ministry is provided for all students at UNCW by Baptist, Episcopal, Christian, United Methodist, and Presbyterian churches, with additional support from Lutherans.

Working through Bob Haywood, campus minister, UCCM provides counseling, Bible study, retreats, worship, and special programs on specific religious, social, and personal growth concerns. He can be reached by calling 799-8497 or by leaving a message with the Vice Chancellor for Student Affairs Office. The Fellowship of Christian University Students (F.O.C.U.S.) related to UCCM, meets at 7 p.m. Tuesdays in the University Union.

Catholic Campus Ministries, under the leadership of Father Al Dash, provides opportunities for worship, leadership development, retreats, and a variety of programs for students' personal and spiritual development. A Catholic student group meets weekly and there is a Catholic Student Center located at 4802 College Acres Drive. Mass is held every Sunday at 12:15 p.m. in room 201 and again at 10:00 p.m. in room 210 of the University Union. Father Dash can be reached by calling 791-7167.

Other student groups include Inter-Varsity Christian Fellowship, Campus Crusade for Christ, Fellowship of Christian Athletes, Baptist Student Union, and the Gospel Choir. All

of these have weekly meetings.

FINANCIAL AID

The UNC Wilmington Financial Aid Office in Hinton James Hall administers a program which seeks to meet the needs of all enrolled students. While the program provides for the recognition of talent and outstanding student achievement, its primary objective is to assist students with demonstrated need. Financial aid is the economic assistance available to help the student meet the difference between what he or she

can afford to pay and the actual cost of a college education.

Eligibility is determined by a "needs analysis" computed in the Financial Aid Office according to federal guidelines. Applications may be picked up in the Financial Aid Office.

Forms of financial aid include grants, scholarships, loans, and employment opportunities. Interested students should consult the University catalogue and/or Financial Aid Information Booklet for detailed information on these programs.

What Are The Deadlines?

Academic year (Fall and Spring) April 15
Fall only
Spring only October 15
Summer

The above dates represent priority deadlines used by the Financial Aid Office in processing applications. This means that those students who have completed applications on file in this office by those dates will receive first consideration for financial aid. A completed application consists of an institutional financial aid application, a Financial Aid Form, and all three copies of the Student Aid Report from the Pell Grant Program.

ACADEMIC STANDING

Satisfactory Progress Standards for Financial Aid Purposes

According to federal guidelines, to be eligible to receive federal financial aid, a student must be making satisfactory progress toward completion of a degree. Federal aid includes the National Direct/Perkins Loan, Supplemental Educational Opportunity Grant, Pell Grant, State Student Incentive Grant, Stafford Student Loan, College Work Study, and Parental Loan for Undergraduate Students.

Students must demonstrate progress from both a qualitative and quantitative standpoint. Qualitative refers to grade point average, and quantitative refers to number of credit hours earned.

Grades

Applicants for financial aid must meet the University retention standards as outlined in the University catalogue. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorized to continue with his/her studies on a conditional basis, he/she is considered to meet this requirement of satisfactory progress.

Hours

An undergraduate student must earn at least 20 hours each academic year (an academic year is considered to be two regular semesters of enrollment). This requirement is based upon an allowed maximum time frame of 6 academic years to complete the undergraduate degree. Under federal guidelines waivers of this standard are not permitted. However, when a student through appropriate administrative review of mitigating circumstances is authorizd to continue with his/her studies on a conditional basis, he/she is considered to meet this requirement of satisfactory progress.

A preliminary review will be made at midyear (following fall semester) to identify those students not meeting the required academic standards. Full-time students not successfully completing at least 10 hours, and less-than-full-time students not completing at least 5 hours will be determined deficient. Students not meeting the academic requirements outlined on

the retention chart will be issued a warning and placed on probation for the spring semester.

Eligibility lost due to shortage of hours can be regained by successfully completing at least 10 hours plus the number short (for full-time students) or at least 5 hours plus the number short (for less-than-full-time students) during the next regular term. Eligibility lost due to failure to meet academic requirements can be regained by bringing the G.P.A. up to the standards outlined on the retention chart.

A student who is determined not to be making satisfactory progress may file an appeal on the grounds of mitigating circumstances. Mitigating circumstances may be considered to exist if any of the following apply: 1) Death in the immediate family circle. 2) Parental unemployment for 10 weeks or more. 3) Emotional trauma as ascertained by the Dean of Students or the Director of Student Development Center. 4) Change in major or academically related issues as certified by an Academic Dean.

Course Repeats

Courses being repeated on which students previously earned credit may not be used to determine enrollment status when calculating eligibility for federal aid programs.

Refunds

Financial aid recipients who withdraw from school are eligible to receive only that portion of the institutionally determined refund which exceeds the financial aid received. Refunds will be returned to the programs from which the student received aid. The following fraction will be used to determine the portion of the refund to be returned to the Title IV program(s) (Fed. Reg. Sep. 28, 1979, Sect. 168-21):

Total Title IV Aid (minus CWSP)
Total Aid Package (minus CWSP)

The resulting fraction is applied to the institutional refund and the resulting amount (rounded to nearest whole dollar) is the amount of Title IV funds to be returned to Title IV program(s).

Repayments

Regarding cash refunds received prior to withdrawal, if a student's non-instructional educational expenses incurred up to the time of withdrawal exceeded the amount of cash disbursement, the student does not owe a repayment. If cash disbursed exceeds these non-instructional costs of education incurred up to the time of withdrawal, the student does owe a repayment. The repayment is the difference between expenses incurred and the actual cash refund received. For the resident student, non-instructional expenses include an allowance of \$200 each semester, or \$50 each month, or portion thereof for books, transportation and personal items. For commuting students, non-instructional costs include an allowance of \$1000 each semester or \$250 each month or portion thereof for room. board, books and transportation. (The above allowances are prescribed by Pell Grant Regulations.) In determining the amount of overpayment to be returned to the Title IV program(s) the following fraction is applied:

Total Title IV Aid (minus CWSP, GSL, PLUS)

Total Aid Awarded (minus CWSP, GSL, PLUS)

Student Aid Accounts to be Refunded/Repaid

Once the amounts to be refunded and/or repaid are determined by the formulas explained, the proper amounts shall be refunded/repaid according to the priority lists shown. No one

account shall be refunded/repaid with more than what you received from the account for the term of withdrawal.

- 1. National Direct/Perkins Loan
- 2. Guaranteed Student Loan
- 3. Supplemented Educational Opportunity Grant
- 4. State Student Incentive Grant
- Pell Grant
- 6. UNCW Scholarship/Grant
- 7. Other aid

Postponement of Charges

University charges are due and payable on specific dates which are published in the university catalog and course listing booklet. However, financial aid recipients may submit a signed copy of their award letter to the University Cashier to obtain a postponement of charges covered by financial aid. Postponement privileges do not apply to the purchase of books and supplies or any other indirect educational cost. Students must come prepared to pay these costs out of pocket.

Payment of Awards

Financial Aid awards will be automatically credited to the recipient's account each semester. State Incentive Grants, guaranteed loans, and civic club scholarships are forms of aid that typically require the student to endorse checks before aid can be credited to their account. These checks will be held at the Cashier's Office for student endorsement. Students who are eligible to receive refunds will be able to claim refund checks from the University Cashier following the beginning of classes at times to be announced. A schedule will be posted in the Cashier's and Financial Aid Office regarding these times. Students claiming refunds will be required to present identification; no one else may pick up a refund other than the intended recipient.

Overawards

Federal regulations restrict the total amount of funds a student is eligible to receive. If a student receives more than he/she is eligible for, he/she will be required to repay any amount over computed financial need. To avoid this situation, a student should check with the Financial Aid Office to see if he/she is receiving his or her maximum need before applying for other programs. Each applicant should be careful to list all resources on the financial aid application and should notify the Financial Aid Office if he/she receives additional aid from an outside source.

STUDENT DEVELOPMENT SERVICES

Student Development Services, which include the Student Development Center and the Career Planning and Placement Center, provide support and assistance for students' personal, career, social, and learning skill development. The services help students build satisfying and successful college experiences and prepare for the transition from school to work or to graduate study.

Student Development Center

The Student Development Center provides confidential individual and group counseling for personal, career, educational or substance abuse concerns. Decision-making resources for careers and college majors include a computer guidance system, aptitude and interest testing, and an information library.

A learning lab is equipped with computer and audio-visual resources for enhancing study skills and for reading and vocabulary improvement. Special assistance is offered with learning strategies, study, reading and exam-taking skills. Workshops

are regularly scheduled on these topics as well as on personal growth, communication skills and stress management.

The center coordinates Disabled Student Services and acts as a clearinghouse for tutoring, equipment and advocacy needs.

The office also administers national testing programs such as the SAT, GRE, GMAT, NTE and MAT as well as the campus CLEP tests.

Consulting and referral services are provided by the center's staff for University faculty, staff and student groups.

Appointments for counseling or inquiries may be made by calling 395-3280 or, for daytime emergencies, 395-3061.

Disabled Students

The University makes a concerted effort to assist disabled students who need assistance. This effort is coordinated by he Student Development Center. Disabled students are encouraged to contact the center to discuss their needs.

Career Planning and Placement Center

The Career Planning and Placement Center provides career planning and placement services to students and alumni of JNCW. Assistance in developing career plans is available hrough individual advising, workshops and seminars. The ofice also provides information and counseling on careers, specific job requirements, employers, and graduate school programs. Students are encouraged to use these services early in heir college career.

The office publicizes specific job openings (part-time, sumner and full-time); makes individual referrals; schedules ecruiting visits; keeps company literature; and provides infornation about public and private schools, and state and federal

government opportunities.

Seniors should register with the Career Planning and Placenent Service early in their final year to establish a credentials ile and to avail themselves of all placement services including esume writing, interviewing skills and planning a job search.

Appointments for counseling or inquiries may be made by calling 395-3174.

OFFICE OF VETERANS' AFFAIRS

The Office of Veterans' Affairs in Hinton James Hall provides educational assistance to veterans and/or their dependents enrolled at The University of North Carolina at Wilmington. The DVA is concerned with the recruitment of veterans into the Jniversity and ensuring that they successfully complete their educational programs. The OVA works with other campus ofices to conveniently serve the needs of veterans and dependent students.

Services to veterans and dependents include work-study positions, peer and professional counseling, community outeach services, tutorial services, and special programs for

educationally disadvantaged veterans.

Veterans and dependents receiving VA educational benefits are required by the VA to pass at least one course the semester hey begin their college training. All students receiving VA educational benefits are now required to come by the OVA at least once per semester. This is necessary to ensure prompt correscondence between the OVA and the Veterans' Administration.

UNCW keeps records of progress on veteran and nonveteran students alike. Progress records are furnished to the students, veterans and dependents, at the end of each scheduled school term.

The retention chart below will apply to all veterans and dependents using GI benefits for their education at UNCW.

Total Hours Attempted	Required Quality Point Average for Eligibility for Continuing Certification
27 to 58 59 to 88	

THE WRITING PLACE

The Writing Place offers one-to-one tutoring for any academic writing assignment. Our tutors can help students get started with a paper, offer aid in the development and organization of a paper, and demonstrate strategies that help writers at each stage of the composing process. Tutors are also trained to teach students how to operate a word processor. We are staffed by student, faculty, and community tutors. The Writing Place also makes available, for appointment, micro computers for word processing only. We are open from 10 a.m. until 9 p.m. on Monday through Thursday, and 10 a.m. until 3 p.m. on Friday, and 5 p.m. until 9 p.m. on Sunday. To schedule an appointment, call extension 3549 or stop by 203 Morton Hall.

THE MATH LAB

The Math Lab can help you make the transition to collegelevel mathematics. Whether you just had mathematics in high school or have been out of school for a while, we can help you manage the faster pace and advanced content. Tutoring is available on a drop-in basis (no appointment necessary) to individuals enrolled in 100-level mathematics courses. The Math Lab provides a library-type atmosphere where you can work on assignments, study for exams or work in small groups. A tutor is available during all hours to help you. Students who use The Math Lab regularly and keep up with their coursework will benefit the most. If you experience increased difficulty with mathematics, then you may need more individualized help. You should consider scheduling an appointment with Sandy Wager, Director of The Math Lab, for assistance with specific math learning skills and/or diagnostic testing. We also provide tutorial and instructional software for student use. Contact the Director or the Mathematical Sciences Department for hours of operation, materials for student use or for other questions you may have.

UNIVERSITY UNION

The University Union is seen as the living room of the campus. Providing a variety of services for faculty, staff, and students, the Union also houses several offices: Career Planning & Placement, LivWell/Alternatives! Center, Dean of Students, Fledgling, Greek Life Office, Minority Affairs, Postal Services, Seahawk, Student Government Association, Student Activities, Association for Campus Entertainment, WLOZ radio, The Leadership Center and the University Union administration.

Information Center

The Information Center is located on the first floor of the University Union and is open Monday-Friday, 8 a.m.-10:00 p.m., Saturday noon-10:00 p.m., and Sunday, noon-10 p.m. During school vacations the Information Center is staffed 8:30 a.m.-4:30 p.m.

Some of the services provided by the Information Center are:

- Student addresses and telephone numbers
- Campus lost and found

- · Campus-wide vending machine refunds
- Change
- Recreation and games equipment check-out
- Community and campus event information and ticket sales
- Wilmington area information and maps
- Bus and plane schedules
- Daily University Union schedule
- · Campus maps and telephone numbers
- · Discount movie tickets
- Area restaurant menus
- Magazine check-out

If you have any questions about the campus or the Wilmington area, feel free to drop by the Information Center or give them a call at 395-3841 or 395-3846. They have the answers!

Student Activities

The Student Activities Office provides advice and guidance to all campus organization leaders, and helps coordinate such diserse student interests and activities as fraternities, sororities, student publications, Association for Campus Entertainment, campus and community volunteer work, and campus-wide clubs and organizations. The office publishes a monthly activities calendar, the Channel Marker, and an annual planning calendar.

The Leadership Center

The Leadership Center provides a comprehensive leadership program which promotes understanding of the concept of leadership, student and organizational development, and awareness of contemporary issues. The Leadership Center and its programs are open to the entire campus community. These programs include workshops, retreats, resource materials, consultations, publications, volunteer action, and self-assessments.

Recreation and Games Areas

The University Union provides numerous recreation and game opportunities. The Union has championship-size billiard tables, table tennis, and current video games, available to all students, faculty, and staff for a nominal charge. The Union provides all the necessary equipment to use these areas. The Union also sponsors various recreation and game tournaments throughout the school year and weekly specials such as half-price billiards on weekends.

Hawk's Nest

ARA Food Services operates the campus snack bar on the first floor of the Union. Serving a wide variety of foods, it is also a popular gathering place, and is available for catered events by advance reservation.

Wachovia Teller II

Wachovia Bank has an automatic teller machine in the Union, conveniently located across from the Post Office. Wachovia Teller II is a participant in the Cirrus System, a banking network which enables users to use most North Carolina bank cards with the machine.

Volunteer Opportunities

The Leadership Center compiles and provides information to help students and faculty find suitable volunteer positions in the community. There are plenty of opportunities available for students regardless of their skills, interests, or talents.

IDENTIFICATION CARDS

ID cards are issued to all students and are used for admittance to University functions and for identification on and off campus. ID's are made and issued during the first days of the semester in the University Union.

Part-time students receive a permanent part-time, plastic ID card provided they pay a one-time ID fee of \$2.00 and are enrolled for 5 hours or less. Full-time students receive a permanent, pictured ID card, provided they have paid a one-time ID fee of \$10.00 and are enrolled for 6 hours or more. If a part-time student changes to full-time, a pictured ID will be made at a cost of \$8.00 provided they return the part-time ID to the ID center.

There is a \$10.00 charge to make a duplicate full-time ID card and a \$2.00 charge to make a part-time ID if the original is lost. Replacement ID cards can be obtained in the ID Office in the Student Support Services Building, Monday through Friday, 7:30 a.m. 5:00 p.m.

ID's are used to check books out of the library, get into the gymnasium, cash checks at the Bookstore (\$20.00 limit), vote at student elections, pick up diplomas at the Registrar's Office, pick up checks at Financial Aid and the Cashier's Office, attend athletic events, and receive a basket card from the locker room in Hanover Hall.

MINORITY AFFAIRS

The Office of Minority Affairs, located in Room 211 of the University Union, is responsible for the implementation of programs and activities designed to enhance the overall experiences of minority students at UNC Wilmington. Some of the services/activities offered by Minority Affairs include:

- · Minority Mentor Program
- Tutorial Assistance Program
- Workshops
- · Black History Month Programs
- Minority Achievement Awards Program
- · Martin L. King, Jr. Program

The director invites all students to visit the office or call 395-3832 or 395-3439 to discuss ways in which the office can be of service.

UNIVERSITY BOOKSTORE

The University bookstore is located in the Student Support Center on the corner of "G" Street at Riegel Road.

Store Hours

Normal operating hours are 7:45 a.m. to 5 p.m. Monday through Friday. The fall and spring semester hours are extended for the initial two weeks.

Check Cashing

A valid ID is required to cash your personal check or one from your parents, not to exceed \$20.00 over your purchase. Your local address, ID number and phone number must be on the check. Three weeks prior to semester ending, checks will be honored for purchase amount only. A \$10.00 fine will be assessed on each returned check.

Textbook Refunds

Full refund for new and used textbooks will be made during the first three weeks of classes upon presentation of your cash register receipt (one week for summer). All new textbooks MUST be clean and unmarked.

Defective books will be replaced at no charge and should be returned at once

Buy Back

Buy back days are conducted after each semester during exams. The bookstore will pay 50 percent of current selling price providing they can use the book in the following semester. Should the bookstore be unable to purchase your book at these terms, a wholesale price will be offered.

A valid ID is required for the selling of books during this time,

and you must sign for books sold.

Services

Check Cashing Special Orders Caps & Gowns Announcements Class Rings

Class Rings

UNIVERSITY POST OFFICE

A U.S. Post Office and student post office boxes are located on the first floor of the University Union. Each student is provided a post office box in which all mail (with the exception of grades and tuition bills), including advising and pre-registration materials and all disciplinary correspondence, is delivered. Students are expected to check their post office boxes regularly.

Boxes are assigned at the beginning of the fall semester for the full academic year and are cancelled at the end of the

spring semester.

Keys to the boxes are issued at the Post Office. Post office box keys must be returned when any of the following three (3) events occur:

a. You withdraw from school

b. You are not returning the next semester

c. At the end of the Spring and Summer II semesters

There is no deposit required for the keys, but a \$10 replacement charge will be levied for lost or unreturned keys.

All services are available at the Post Office (stamps, money orders, etc.). The window hours are 8:30 a.m.-4:30 p.m. Monday through Friday with the exception of federal and University holidays.

When a student will no longer be enrolled at the University, a change of address card should be filled out and left with the

Post Office.

RANDALL LIBRARY

The William Madison Randall Library is named for the President Emeritus of Wilmington College. The present facility has a seating capacity for over 900 readers and space for approximately 480,000 volumes.

The Randall Library currently houses several collections, including approximately 265,000 monograph volumes shelved in open stacks according to the Library of Congress Classification System, over 55,000 bound periodical backfiles, and a fast-growing audiovisuals collection. Over 4,800 serial subscriptions are in effect, and extensive backfiles are maintained in both bound volumes and in microformat. Copy machines are readily available for printed and microformat materials.

The Library is a partial depository for United States government publications, and this collection now consists of approximately 312,000 titles. North Carolina government publications are also collected and shelved for easy access.

An audiovisual area with 18 listening stations and equipment for viewing videocassettes is available for the Library's users.

Study rooms are available for small groups to study together, and a 73-seat auditorium is equipped for various types of audiovisuals use.

Early in 1988 the Library implemented an online catalog and circulation system, designed to improve access to the general collection and to expedite borrowing and returning materials. Online access to the catalogs of various other UNC System libraries is also available.

The Library is open over 98 hours per week during the two regular academic sessions. Reference librarians are available to provide information and assistance in using the Library's facilities and informational resources. The hours are 7:30 a.m.-midnight, Monday through Thursday; 7:30 a.m.-9 p.m., Friday; 10:00 a.m.-6:00 p.m. Saturday; and 1:00 p.m.-midnight, Sunday,

Students are expected to learn the Library's policies and operating procedures, and use the Library within these necessary guidelines. Student ID's are required to borrow library materials. Suggestions concerning the Library's policies and procedures are actively solicited and are always welcome.

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is responsible for and provides law enforcement, safety, and security services to the UNCW community. The department is divided into three sections: Police Operations, Prevention and Investigations, and Campus Safety.

The Police Operations section is the largest and most visible element of the Department of Public Safety. Uniformed campus police officers are on duty twenty-four hours a day every day of the year. Each police officer is a fully sworn and certified law enforcement officer who has arrest authority as authorized by N.C.G.S. 116-40.5.

A large number of uniformed student employees are attached to the Police Operations Section. These students provide patrol, parking enforcement, crowd and traffic control, building security and walking escorts. Their efforts are concentrated in the areas where students live.

Two police officers are assigned full time to Prevention and Investigations. These officers coordinate special requests for officers, assist various groups and individuals with crime prevention programs, and perform criminal investigations.

The Campus Safety Coordinator is responsible for a wide variety of safety programs. The most prominent among these are OSHA, Radiation Protection and Hazardous Materials. All employee and student accidents should be reported as soon as possible for investigation and correction of any factors that may have contributed to the injury.

The department is responsible for emergency preparedness and management. Fires, explosions, severe weather and other emergencies will initiate a response by this department.

The Department of Public Safety encourages each UNCW community member to be aware of and responsible for his or her own safety and security.

The Department of Public Safety has a formal internal procedure for investigating complaints against its personnel. A student should contact the Director of Public Safety or the Coordinator of Police Operations anytime he or she feels that there has been unfair or unjust treatment.

CAMPUS PARKING

Students and employees of the University are responsible for the registration of their respective vehicles and for compliance with rules and regulations governing the operation of these vehicles on University property. In the interest of fairness and legality, these rules and regulations apply equally to the public. University employees and students. The cooperation of

vehicle operators in the administration and enforcement of traffic and parking regulations will enhance the convenience, safety, and general welfare of the University community.

Vehicle Registration

Students and employees of the University who operate or park a vehicle on the University campus must register their vehicle at the Parking Administration Office in the Student Support Center. All student vehicles must be registered annually at the beginning of the fall semester or within 48 hours after the first class of the fall/spring semesters and both summer sessions. Vehicles of students who register for classes after the beginning of the fall/spring semesters and both summer sessions must be registered within 48 hours of that date. All student decals, regardless of the date of issuance, will expire at the end of the academic year.

Temporary Registration

In unusual circumstances, a student or faculty/staff member may obtain a temporary permit to operate an unregistered vehicle on the campus for a period not in excess of two weeks. If the individual has registered a vehicle on campus, the temporary permit is issued without charge. If the individual has not registered a vehicle on campus, a fee of \$3.00 per week will be charged.

Designated Parking

- A. Parking spaces for students are outlined by white lines.
- B. Parking spaces for employees are outlined by yellow lines. Employees may park between white lines when designated employee parking is not available.
- C. Parking spaces for visitors are outlined by yellow lines and identified by appropriate signs.
- Parking spaces for handicapped persons are outlined by yellow lines and identified by appropriate signs.
- E. Residence hall students may not park at the front of campus between 7 a.m. and 3 p.m., Monday through Friday.

Appeals Procedure

Students and employees may appeal traffic or parking citations to the Parking and Traffic Citation Board. The following steps should be taken in the appeals process:

- A. The Traffic appeal form may be obtained from the Parking Administration Office within seven (7) days from the date of the citation.
- B. The appellant initiates an appeal by filing a traffic appeal form within the Parking Administration Office. A written detail justification should be attached to the form. The Review Board will consider an appeal based on the written material submitted. However, appellants may request permission from the Board to present appeals in person.
- C. Appellants will be notified by letter of the Review Board's decision. Those appeals that are denied must be paid at the University Cashier's Office within seven (7) days.

OFF-LIMITS PROPERTY

The eastern section of the University's property, which is undeveloped, should not be used for any purpose by students.

Comprising approximately 60 percent of the total campus, the area is posted with "No Trespassing" signs, which should be observed.

THE STUDENT HEALTH AND WELLNESS CENTER

The UNCW Student Health and Wellness Center (SHWC) is located in the north entrance of the Student Support Center

and is open daily Monday - Friday from 8:30 a.m.-6:30 p.m. The telephone number is 395-3280 (EMERGENCY-day-395-3061). A Hanover Medical Specialists (HMS) physician is on call for urgent or emergency medical care after 6:30 p.m. Monday-Friday, and on weekends (telephone 763-5182).

The SHWC professional staff includes a physician, physician assistant, a nurse practitioner, and other health care professionals.

Eligibility for Service

The health fee is included in the student fee and entitles all students taking six or more credit hours (living on or off campus) to health care services. Students taking less than six hours or who choose to remain in Wilmington during the summer months and are registered for fall classes may elect to purchase the SHWC service. (Please contact the SHWC office.)

Each newly admitted UNCW student is required to have the following complete and up-to-date forms on file in the SHWC prior to enrollment:

- 1. Report of Medical History and Physical Examination.
- Immunization Record required by the N.C. Immunization Law (G.S. 130A-152).

Scope of Services

In addition to the treatment of general medical problems, the scope of services include laboratory testing to diagnose a variety of medical problems, allergy injections, gynecologic examinations and counseling, weight control and nutrition counseling, smoking cessation, crisis intervention and referral as indicated. The Office of Health Promotion located in the LivWELL/ALTER-NATIVES! Center (University Union) sponsors the Wellness Resource Center (videos, pamphlets, books) and numerous opportunities for healthier lifestyles through its LiwWELL series which includes an annual health promotion event.

Students requiring services of an internal medicine specialist will be referred to the office of Hanover Medical Specialists (HMS), P.A. Cost beyond those for an initial history and physical examination will not be covered by the student health fee and will be the responsibility of the student. Specialty diagnostic testing or testing for chronic illnesses is NOT covered by the student health fee. Referrals to specialists (Dermatologists, Gynecologists, Orthopedists, and General Surgeons) other than HMS physicians are NOT covered by the health fee. Therefore, it is very important that you avail yourself of the Student Group Health Insurance which is available at a reasonable cost. Forms are available in the SHWC and in the Office of the Dean of Students.

Emergency Procedures

Notify SHWC at 395-3061 for assistance or questions. After hours and on weekends call HMS at 763-5182.

Students involved in serious accidents, or who appear to be seriously ill and/or require immediate hospital emergency care, should be taken to the emergency room as quickly as possible in a private car or by rescue squad. Campus security personnel can also be of great assistance to you in these emergency situations. In all cases, the physician on call from Hanover Medical Specialists office should be notified. This physician is available 24 hours a day. He/she will personally provide emergency treatment for serious medical problems or, in cases when the nature of the illness or injury or other circumstances warrants it, will assist in obtaining care from a qualified physician.

Medical Excuses

The SHWC does not issue routine medical excuses. An instructor with your permission may verify that a "health problem" did exist and get an estimate of the extent of your disability. Specific details will not be released without your written consent. A health service professional may recommend a reduction of your course load or medical withdrawal from the University.

Confidentiality

All patient/health care provider interactions are confidential. All charts and records are CONFIDENTIAL and parents, relatives, or friends DO NOT have access to any information about you, without your written consent.

OFFICE OF RESIDENCE LIFE

The Residence Life staff is committed to providing students with opportunities for diverse and meaningful learning experiences outside of the classroom. The Residence Life program encourages growth of each resident through a variety of educational programs, social interaction and recreational activities. By providing positive experiences in community living, self-discipline, and decision-making, on campus life enhances our students education. The Associate Dean of Students for Residence Life invites all students to stop by and ask questions or offer suggestions about living on campus. The Office of Residence Life is located in the Residence Life Activities Center.

Note: For more detailed information please refer to Section VII-University Owned Residences (page 33) and the Housing and Residence Life Booklet which is available from the Office of Residence Life, Housing Office, and the Office of the Dean of Students.

Associate Dean of Students for Residence Life

The Associate Dean of Students for Residence Life has primary responsibility for supervising and coordinating all aspects of student life in the University Residence Life program. This responsibility includes selecting, training and supervising professional and student staff, coordinating residence education programming, and monitoring student behavior in the residence halls, apartments and suite buildings.

Area Coordinators for Residence Life

The two Area Coordinators are full-time master's degree prepared, live-in professionals who report to the Associate Dean of Students for Residence Life. These individuals are assigned to specific groupings of buildings and are responsible for supervising undergraduate staff and implementing the Residence Life program. The Area Coordinators work actively with staff and students to promote a positive community environment.

Resident Directors

The Resident Director is a professional or paraprofessional assigned to a specific residence hall and supervised by an Area Coordinator. The Resident Director is responsible for the general operation of his or her hall, including supervision of resident assistants; implementation of educational, social, and recreational programs, and enforcement of University policies.

Resident Assistants

One of the most helpful and resourceful persons that you will know is your Resident Assistant. This individual's overall responsibility is to provide leadership, assistance, and support to you and the other members of your floor apartment, or suite. The R.A. is your primary resource for information and assistance with any type of concern. Their major responsibilities are: (1) getting to know each person in the unit, (2) familiarizing students with residence hall/suite/apartment and University rules and regulations, (3) assisting with the enforcement of these rules and regulations, (4) helping residents maintain an environment for learning, (5) acting as a liaison between resident students and the Residence Life Office, (6) facilitating student-to-student and student-to-staff interaction, (7) assisting in the development of educational programs and (8) being on duty each evening from 7:00 p.m. to 7:00 a.m. Take advantage of your living situation and utilize your Resident Assistant.

Night Receptionists

Each resident hall has a Night Receptionist staff member who monitors the main entrance from 9:00 p.m. to 3:00 a.m. Sunday through Thursday and from 9:00 p.m. to 4:00 a.m. Friday and Saturday nights. This staff member enforces the escort policy, visitation hours and contributes to the general safety and security of the building.

Hall Government

Hall Government is composed of the residents in your hall apartment or suite area organized to promote a positive living environment and to discuss the issues, concerns and ideas of your residence hall. Each hall elects their representatives—a president, vice-president, secretary, and treasurer—in accordance with the constitution by-laws. A \$5.00 activity fee is collected at the beginning of the fall semester to sponsor the activities and efforts of your hall government. Participation in hall government provides you with the opportunity to meet people while making a contribution to the residence halls, develop leadership skills, attend conferences, and work on projects within your residence hall community.

ACADEMICS

CHANGE OF NAME AND/OR ADDRESS

It is the responsibility of each student to give written notice to the Registrar's Office of any change in permanent address and/or name.

PREREGISTRATION

Preregistration for currently enrolled students is held each semester. Students who complete preregistration and pay fees by the designated date are registered. If declared academically inelligible at the end of the preceding semester, the preregistration is cancelled.

Payment of Fees for Preregistration

If you have preregistered and you or your parents do not receive a bill, contact the Registrar's Office immediately. It is your responsibility to make sure that your payment is received by the cashier before the deadline published in the Schedule of Classes.

All scholarships, loans, credit balances, etc., must be verified through the Financial Aid Office and validated by the Cashier's Office. Failure to give proper notification to these offices prior to the payment date, or failure to pay fees for whatever reason, will result in the cancellation of your preredistration.

REGISTRATION

Registration is limited to the time period specified in the University calendar of events. Classes may not be added after the last day of registration. Students may take up to 18 hours without restriction. Students who have a cumulative quality point average of 3.5 may be allowed, with special permission of the appropriate dean, to carry a maximum of 21 semester hours.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, and seniors. Semester hours passed are used to determine these classifications. In order to meet the 124 hour graduation requirement in four years, a student must earn at least 31 hours per year. The required number of hours passed for each classification is as follows:

Less than 27 semester hours credit - Freshmen From 27-58 semester hours credit - Sophomore From 59-88 semester hours credit - Junior More than 88 semester hours credit - Senior

CLASS ATTENDANCE

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining the grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

COURSE REPEAT POLICY

Students who receive a grade of "C" or better in a course may not repeat the course but may audit it without credit.

Students who receive a grade of "D" in a course taken at UNCW may, after consultation with their academic adviser and with the approval of the appropriate academic dean, repeat the course once at UNCW and receive the grade given for the second attempt. Although no additional credit in hours earned toward graduation will be granted, the original grade will not be used in determining the grade point average of the student. The original grade will remain on the student's permanent academic record. This policy is effective beginning with the Fall semester. 1985.

Students who receive a grade of "F" in a course taken at UNCW may, after consultation with their academic adviser and with the approval of the appropriate academic dean, repeat the course once at UNCW and receive the credit hours and the grade. The original grade will not be used in determining the grade point average of the student although it will remain a part of the student's permanent academic record. This policy is effective beginning with the Fall semester, 1985.

Students who receive a grade of "D" or "F" in a course taken at UNCW may, after consultation with their academic adviser and with the approval of the appropriate academic dean, repeat the course more than once at UNCW. However, the credit hours of the course and the grade received will be included in determining the grade point average of the student each time the course is repeated.

To receive repeat credit for a course, a student must file a repeat permission form that has been signed by both his or her academic advisor and the appropriate dean. Permission forms are available in the Registrar's Office.

GRADES AND REPORTS

The University of North Carolina at Wilmington uses the quality point system and semester hour credit for calculating student achievement. Grade symbols used are A-Excellent, B-Good, C-Average, D-Passing, F-Failure, I-Incomplete, W-withdrawal.

Quality points are assigned as follows: 4-A, 3-B, 2-C, 1-D. No quality points are given for a grade of I, or F. The quality point ratio is detemined by dividing the accumulated number of quality points earned by the accumulated number of semester hours attempted. Hours attempted for which a grade of I or F has been assigned must be included in this calculation.

At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student. All incomplete grades must be removed according to a deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the incomplete was given; otherwise, the I becomes an F.

Grade reports are mailed to the student's permanent address at the end of each semester.

WITHDRAWAL POLICY FOR UNDERGRADUATE STUDENTS

A student is allowed to withdraw from the University or from individual courses through the first week of the semester without having a grade entered on the academic record. Inclusive of the second through the sixth week of the semester, any student who withdraws from the University or from individual courses will receive a grade of W. A grade of W will not affect the student's grade point average. Beginning with the seventh week of the semester, a grade of F will be assigned for each course withdrawal.

To withdraw from an individual class or classes, the student must submit a Schedule Revision Form(s) to the Registrar's Office prior to the last day for withdrawal as indicated in the University Calendar of Events. To withdraw from all classes, the student must process an official Withdrawal Form through the Office of the Dean of Students. If the student is unable to appear in person to withdraw, written notice must be sent to the Office of the Dean of Students.

Should extenuating circumstances warrant, the grade of F assigned for course withdrawal may be changed to a W. This determination will be made by the dean of the school or college in which the student is enrolled. It is the student's responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred.

GRADE APPEAL PROCEDURE

Any student considering a grade appeal should understand that each faculty member has the academic freedom and responsibility to determine grades according to any method chosen by the faculty member which is professionally acceptable, communicated to everyone in the class, and applied to all students equally. However, prejudiced or capricious academic evaluation by a faculty member is a violation of a student's rights and is the valid ground for a grade appeal.

Any student who contests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. These procedures are not to be used in cases involving student

academic dishonesty. An appeal must be made not later than the last day of the next succeeding regular semester.

1. The student shall present the appeal in writing to the chairperson of the department within which the contested grade was awarded. The written statement shall limit itself to citations of evidence pertaining to the valid ground for the appeal. By conferring with the student and the instructor, the chairperson will seek resolution by mutual agreement.

2. Failing such resolution the department chairperson shall transmit the written appeal to the appropriate dean who will

convene the Grade Appeals Committee.

3. The Grade Appeals Committee shall consist of the convening Dean and five faculty members appointed by the Dean. If the Committee affirms the instructor's decision, the Dean will notify in writing the faculty member, the student, and the department chairperson as appropriate. If the Committee supports the student's appeal, it shall prescribe the method by which the student will be reevaluated. The grade resulting from the prescribed reevaluation is final and may not be further appealed.

DEAN'S LIST

A grade point average of 3.5 or better with no grade less than B is required for students taking 12-14 hours. A grade point average of 3.2 or better with no grade less than B is required for students taking 15 or more hours. Students carrying 11 hours or less are not eligible for the Dean's List.

ADVANCED PLACEMENT

The University of North Carolina at Wilmington participates in the advanced placement programs of the College Entrance Examination Board. A brochure listing the examination's required minimum scores, course equivalents, and credits awarded is available through the Registrar's Office or the Admissions Office. A freshman who scores a 3 or above on the Advanced Placement test will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Individual departments have determined the specific courses for which credit will be given.

CHANGE OF MAJOR

All change of majors go to the General College Advising Center, located on the second floor of Randall Library, with one exception. If the change of major is from one department to another within a professional school students go to the office of the dean of that school to request a change.

RETENTION REQUIREMENTS

Scholarship is both encouraged and required at the University. Full-time students who fail to pass at least three hours during any semester will be dismissed for one semester, regardless of quality point standing. Freshmen, other than transfer students, must earn at least three semester hours of credit the first semester. Further, all students must meet the quality point requirement outlined below in order to remain at the University:

Total Hours Attempted	Average for Eligibility To Continue in the University
59-88	

Transfer students are placed in the above retention chart based on total hours transferred from all institutions attended. A transfer student's quality point average is computed only on work attempted through The University of North Carolina at Wilmington.

GRADUATION REQUIREMENTS

Application for graduation must be filed in the Registrar's Office on or before the dates specified in the University calendar.

Students may qualify for the bachelor's degree by completing successfully (1) the basic studies requirement, (2) an approved course of study in an area of concentration, (3) a total of 124 semester hours of credit, and (4) a minumum quality point average of 2.0. The final 15 hours of credit required for the concentration must be completed at The University of North Carolina at Wilmington.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing the final 30 hours of course credit are completed at UNCW. Upon completion of all requirements, the student will receive either the Bachelor of Arts or the Bachelor of Science degree.

All graduates are invited to participate in commencement exercises which are held after the spring semester.

Caps and gowns are required for commencement exercises and may be picked up at the bookstore approximately one month before commencement. Also, announcements may be purchased at the bookstore.

Students must pay all University fees and fines prior to receiving their diplomas.

DEGREES OF DISTINCTION

Three degrees with distinction are granted to graduating students based on all work attempted in meeting requirements for the degree as follows:

Cum Laude for all overall average of 3.50

Magna Cum Laude for an overall average of 3.70

Summa Cum Laude for an overall average of 3.90

Degrees with distinction are granted to transfer students under the following conditions:

- The student must have the required overall average on all work attempted (including any transfer hours attempted).
- The student must have the required average on all work attempted at The University of North Carolina at Wilmington.

Students who complete the Honors Program satisfactorily will be graduated "With Honors in" the discipline in which the special work is undertaken.

RESIDENCY STATUS FOR TUITION PAYMENT

Residency status for tuition purposes is defined in the North Carolina General Statutes as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or courtappointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of the state, this fact shall be prima facie evidence of domicilary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of the state, this fact shall be prima facie evidence of non-domiciliary status of the individual. (G.S. 116-143.1)

The initial classification of students as in-state or out-of-state residence for tultion purposes is made by the Admissions Office (undergraduate) and Graduate Office (graduate students). Appeals for in-state status may be made to the campus appeals body, Out-of-State Tuition Appeals Committee. University regulations governing residential classification of students are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of this manual. Students who are interested in referring to this manual can do so by going to the undergraduate Admissions Office, Office of the Dean of Students, the Registrar's Office or Randall Library.

Applications for Residence and Tuition Status can be obtained from the undergraduate and graduate Admissions Office, or the Registrar's Office. After completing the application, the student must turn it in to the Registrar's Office for committee review.

ACADEMIC REGULATIONS—GRADUATE STUDENTS

Graduate students should refer to the graduate studies section of the University catalog for policies and procedures.

STUDENT GRIEVANCE PROCEDURE

Any student who believes that he or she has a legitimate grievance against another student or University employee may seek resolution of that grievance through the student grievance procedure. This procedure shall be applied to individual grievances other than (1) a grade appeal which is covered by the Grade Appeals Procedure, or (2) matters within the jurisdiction of the University Judicial System. Complaints involving a grade

or other academic matter must be filed before the last day of the next succeeding regular semester. A complaint that is not academic related must be filed within thirty (30) days of the date the alleged incident occurred or from the date of the consequences of the alleged incident.

Procedure

Any student wishing to file a grievance should first discuss his or her complaint with the Dean of Students or the Compliance Officer. The Dean of Students or Compliance Officer will advise the student of the steps in the grievance process and, depending on the nature of the grievance, direct the student to the appropriate reviewing officer. Complaints against faculty members and EPA employees shall be referred to the appropriate Academic Dean, Director, or other University official who has most direct administrative jurisdiction over the person whose conduct is complained of, and complaints against SPA employees shall be referred to the Director of Personnel. Complaints may be made orally or in writing to the appropriate reviewing officer. Before either an administrative or grievance inquiry is begun, that officer must record the complaint in written statement identifying the grievant, the conduct complained of, and the employee alleged to have engaged in it. A copy of this record shall be provided in every case to the Compliance Officer.

When a complainant seeks personal redress for an alleged wrong, then he or she must be willing to be identified to the person charged. If the complainant is willing to be identified, the reviewing officer will notify the person charged in writing, stating the complaint and indicating that an informal inquiry will be conducted. If the complainant is not willing to be identified or ceases to seek personal redress, he or she should be advised that the institution, if it determines that such action is necessary, may pursue an inquiry on the institution's behalf and in its name rather than that of the individual. Administrative procedures are initiated by the institution to assure appropriate conduct by its employees, e.g. when the institution seeks to prevent likely recurrence of apparent improper conduct, even though no individual complainant wishes to pursue a personal grievance.

If the grievance cannot be resolved at an informal level, then the student may file a formal complaint with the Vice Chancellor who has administrative jurisdiction over the person named in the complaint. The Vice Chancellor will convene the student grievance panel. The chairperson of the Student Affairs Committee, after consultation with the appropriate Vice Chancellor and in consultation with the Student Affairs Committee, will appoint no less than five persons representing faculty, students, and staff when appropriate, to hear the grievance. Upon hearing the grievance, the student grievance panel shall make its recommendation to the Vice Chancellor who will render the decision. If the Vice Chancellor's resolution is not satisfactory to the complainant, he or she may appeal the Vice Chancellor's decision to the Chancellor who will render the final decision.

STUDENT LIFE

STUDENT GOVERNMENT ASSOCIATION

The UNCW Student Government Association prides itself on its accomplishments as the student body's representative to the University administration and the community. Student Government receives a student fee to direct various projects and provides the basic financial support for some organizations and government bodies.

Student Government is modeled after state and federal

governments with democracy as the focal point. Executive officers are elected by the student body each spring, and legislative representatives are elected from each class and at large, in the fall and spring. There is also a full judicial branch of SGA, whose members are elected and appointed by the students.

Students wanting to serve on advisory committees and boards or to voice their concerns are encouraged to come by the Student Government Office, Room 200 University Union, or to attend Monday night Senate meetings. All students are encouraged to participate.

ASSOCIATION FOR CAMPUS ENTERTAINMENT

The Association for Campus Entertainment is composed of six committees of highly energetic, creative students dedicated to the task of bringing quality activities to UNCW. The board is designed to streamline the method of programming and coordinate student efforts to offer a broad range of cultural, entertainment and social events.

ACE programming includes films, lectures, concerts, dances, coffeehouses, live performances, fine art programs,

and many special events.

Events that ACE has sponsored in the past include the Halloween Dance, REM, Stanley Jordan, Larry Linville, Randell Sheridan, Tim Settimi, Barry Sobel, student talent night, comedian Steven Wright and Spring Week—a week of fun-filled events highlighted by the Sea-Side Jam outdoor concert.

The ACE experience includes planning, producing and evaluating each event. In addition, students acquire skills in contract negotiation, time and budget management, delegation and much more. The Association for Campus Entertainment has six committees: Concert, Special Events, Multicultural Arts, (coffeehouse), Fine Arts and Lectures, and Film and Video. For more information about ACE, call 395-3842 or come to the weekly meetings on Mondays at 5:30 p.m. in Room 201 of the University Union. The ACE Office is located in the University Union, Room 202C. Feel free to stop by and see us.

STUDENT ORGANIZATIONS

A variety of social, academic, and service organizations enhance student life at The University of North Carolina at Wilmington. National sororities and fraternities on campus recognize students for their leadership and service. Several departments in the University have locally and nationally organized groups to stimulate interest in specific areas and to develop professional attitudes. The following is a representative listing:

Student Government Association

Atlantis

Association for Campus Entertainment

Fledging

Seahawk

WLOZ Campus Radio

Student Representative Bodies

Greek Presidents Council

Interfraternity Council

Panhellenic Council Pan-Hellenic Council

Residence Hall Association

Sports Club Council

Scholastic Honorary Societies

Alpha Kappa Delta

Phi Epsilon Kappa

Phi Eta Sigma

Phi Kappa Phi

Psi Chi

Pi Sigma Alpha

Sigma Pi Sigma

Registered Student Organizations

African Historical Society

American Marketing Association

Army Cadet Association

Army Color Guard Corps

Army Society of Raiders

Art Club

Baptist Student Union

Black Student Union of UNCW

Campus Awareness Organization

Campus Crusade for Christ

Economics Club

English Club

Fellowship of Christian Athletes

Fellowship of Christian University Students (F.O.C.U.S.)

Financial Management Association

Geology Club Gospel Choir

Intervarsity Christian Fellowship

Latter Day Saints Student Association

MBA Association

National Association for Advancement of Colored People (NAACP)

Non-Traditional Students Organization

North Carolina Student Legislature (NCSL)

Phi Beta Lambda

Physical Education Majors

Political Science Club

Psychological Researchers and Counselors Society

S.A.D.D.

Senate Club

Sigma Alpha Beta

Smooth Talkers (Toastmasters) of UNCW

Social Workers Association for People (SWAP)

Sociology Club

UNCW Association of Nursing

UNCW Biology Club

UNCW Catholic Campus Ministry

UNCW Chemistry Club

UNCW College Democrats

UNCW College Republicans

UNCW Criminal Justice Club

UNCW Dance Team

UNCW French Club

UNCW Gay and Lesbian Association

UNCW Geography Club

UNCW Health Science Club

UNCW Historical Society

UNCW Recreation Majors

UNCW Rifle Markmanship Team

UNCW Student Council for Exceptional Children

Sports Clubs

UNCW Club Football

UNCW Crew Team

UNCW Ice Hockey Club

UNCW Rugby Football Club

UNCW Scuba Club

UNCW Surfing Club

UNCW Ultimate Frisbee

UNCW Women's Soccer

Service Fratemity Alpha Phi Omega

Social Fratemities

Alpha Phi Alpha

Alpha Fili Alpha

Chi Phi Delta Sigma Phi

Delta Tau Delta

Della Tau Della

Kappa Alpha

Kappa Alpha Psi

Kappa Sigma

Omega Psi Phi

Phi Beta Sigma

Pi Kappa Phi

Psi Theta Chi Sigma Alpha Epsilon Sigma Kappa Tau Tau Delta Theta

Social Sororities

Alpha Pelta Pi Alpha Phi Alpha Kappa Alpha Alpha Xi Delta Delta Kappa Pi Delta Sigma Theta Delta Zeta Kappa Pi Theta Sigma Chi Epsilon

Sigma Chi Epsi Sigma Pi Zeta Xi Delta Phi Zeta Phi Beta

UNIVERSITY THEATRE

The University Theatre is an educational theatre dedicated to the creative advancement of the dramatic arts. Three to four major plays are presented during the academic year with experimental work produced on demand.

The University Theatre provides an environment for students to participate in and learn about all aspects of theatre in its educational, recreational and experimental forms as audience members, actors, technicians, crew members, and theatre managers.

For information concerning auditions and performance, contact the Division of Drama of the Department of Creative Arts.

UNIVERSITY CHAMBER THEATRE

The University Chamber Theatre offers students an opportunity to attend performance festivals around the country and to participate in the group performance of literature. Performers experience the imaginative process of bringing literature to life, from short stories and novels to poetry and drama.

For information concerning festival auditions and performances, contact Carole Tallant, Division of Speech Communication, Department of Creative Arts.

INSTRUMENTAL ENSEMBLES

The University Pep Band is open to all students and plays for most home basketball games. Credit for performance in this ensemble is available. Contact the Department of Creative Arts for further information.

The UNCW Wind Ensemble is organized each semester to provide instrumental music experience for students. Membership is open to any student who has had instrumental experience, with the approval of the director, and participants may earn credit. The UNCW Wind Ensemble presents concerts each semester.

The UNCW Jazz Ensembles program consists of a large ensemble and smaller ensembles. From humble beginnings as a single Jazz Ensemble, the UNCW Jazz Ensembles have grown to include the 7 O'clock Big Band, Jazz Fusion, and the award winning Jazz Combo. These groups perform several concerts each semester and also perform at various jazz festivals throughout the country. In addition, the UNCW Jazz Program hosts an Annual Guest Artist Festival Concert each spring. Development of performance in the jazz idlom is stressed. Credit for performance in these ensembles is available and they are open to any student who has had instrumental experience. Auditions for each group are held at the beginning of each semester. Further information may be obtained from Frank Bongiorno, Division of Music, Department of Creative Arts.

VOCAL ENSEMBLES

The UNCW Concert Choir is organized each semester to provide vocal musical experience for students who desire it. Membership is open to any student in the University with the approval of the director, and any participant may earn credit. Participation of non-music majors may be supplemented by private lessons, also for credit.

The University Concert Choir and its small ensemble, the Chamber Singers, regularly provide music for University functions, appear on radio and television, and act as ambassadors from the University at a wide spectrum of community functions. In 1982, the Chamber Singers performed at the World's Fair.

WILMINGTON SYMPHONY ORCHESTRA

The Wilmington Symphony Orchestra gives citizens as well as students the opportunity to use their musical talents in a cooperative endeavor. Five concerts are given during the school year. Rehearsals are held each Tuesday from 7:30 p.m. to 9:30 p.m. UNCW students receive one credit hour per semester. Membership is by auditions held at the beginning of each semester. Call 791-9262 for information.

COMMUTER STUDENTS

If you are a student who lives off-campus you are a commuter student. UNCW commuter students make up approximately 70% of the student population. As a result, the Office of the Dean of Students has been designated as the resource center for commuter students. This office will assist you in locating and utilizing the various services, programs and departments that are available to you. The resource person in this office for the commuter students is the Assistant Dean, Jacqueline Skinner.

Commuter students are encouraged to visit the Office of the Dean of Students with their questions and concerns. Students are also invited to check the bulletin boards which are located outside of the Office for further information.

NON-TRADITIONAL STUDENTS

The term "non-traditional" refers to students who can be described as any of the following:

- Persons who have been away from formal education (high school or college) for a period of time;
- Are married, divorced, widowed, or parents;
- Are interested in retraining for a new career or for a career advancement;
- Are veterans.

Approximately 25% of the student body meets these criteria. Non-traditional students are encouraged to become active in every aspect of campus life. In an effort to meet the needs of these students, the University has designated the Office of the Dean of Students (209 University Union) as a contact source for non-traditional students. Another resource is the Non-traditional Student Organization, established by non-traditional students to provide social and educational programming as well as friendship and support.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Who's Who is a national program now in its fifty-sixth year which annually recognizes outstanding campus student leaders for scholastic achievement, co-curricular involvement and community service. The program is coordinated by the Student Activities Office, University Union Room 202.

The award is open to juniors, seniors (minimum of 59 semester hours prior to the beginning of the fall semester) and graduate students who are nominated by UNCW faculty, administration or student organization presidents. To be nominated, a student must have: a 2.75 cumulative grade point average, been enrolled at UNCW for at least two consecutive semesters prior to the beginning of the fall semester, a minimum of 24 semester hours completed at UNCW, and enrollment in a degree program.

The nomination process will be held the beginning of fall semester. Any questions regarding the Who's Who process should be directed to the Student Activities Office.

PUBLICATIONS

Atlantis

Atlantis, the UNCW student literary-art magazine, is published twice a year. Atlantis is written, edited and designed by UNCW students. The magazine is sponsored by the English department and its creative writing program and funded by the SGA. Students are invited to submit poetry, short stories, and art to the Atlantis office and to apply for positions on the staff. The literary-art magazine aims to discover the creative talents of UNCW students.

Fledgling

Each year a staff of students at UNCW works to compile an accurate and meaningful account of life on campus. The publication is known as the *Fledging* and is distributed in the spring.

The staff tries to capture in pictures and words everything that happens, trying to represent and recognize every student in some way. Any interested student is eagerly welcomed to the Fledgling staff.

Seahawk

The regular weekly newspaper of the students of UNCW, the Seahawk, is a vital voice of University activities. It provides a forum for the expression of ideas, thoughts and open, honest communication. The staff is open to anyone who wishes to work as an editor, reporter, columnist, typist, artist, photographer or layout specialist. In addition to furnishing news articles, features and editorials for interest and entertainment, the Seahawk provides such services as free classified ads to those within the University community. The staff invites any interested person to visit the office located in the University Union.

Catalogues

Students are given one catalogue at the beginning of each academic year. After that, if the catalogue is lost, a copy may be purchased from the bookstore for a nominal fee.

ALTERNATIVES! SUBSTANCE ABUSE EDUCATION & PREVENTION CENTER

The Alternatives! program is responsible for providing a systematic and comprehensive set of services for substance abuse education and prevention to all segments of the University community. The center serves as a highly visible and accessible multi-media resource area containing drug education materials, as well as information on alternatives to drug use. Personal growth and self-concept enriching experiences are provided to students through alternative learning opportunities. The center serves as a clearinghouse for other campus and community resources, providing consultation, information, or referral as appropriate. Educational programs are provided

as requested in conjunction with faculty; additional educational opportunities for the campus as a whole will be offered as needed.

Information sessions about health risks, decision-making, safe drinking attitudes, legal responsibilities, party-planning and University regulations are available to students, clubs, organizations and residence life groups. For more information concerning the Alternatives! program, contact the Office of the Dean of Students in room 209 of the University Union, or the LivWell/Alternatives! Center in room 104 of the University Union.

The terms "substance" and "drug" are intended to include all psychoactive chemicals including alcohol, stimulants, depressants, opiates, and hallucinogens.

CHANCELLOR'S SUBSTANCE ABUSE ADVISORY BOARD

The UNCW Chancellor's Substance Abuse Advisory Board is a group of student, faculty, staff and community volunteers, who assist and guide the University in its drug education programming, work comprehensively toward providing accurate information about the effects of alcohol and other drugs, and provide a bridge between the community and the University in dealing with drug-related issues.

INTRAMURALS

Objectives of the Intramural Program

The Intramural Office conducts a program of varied activities to provide students with the opportunity to participate in organized individual and team sports. The program does not require the intense training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as the desire to enter into the true spirit of competition and good sportsmanship.

The intramural program will attempt to contribute to the student's overall educational experiences by providing:

- Organic vigor, strength, endurance, and emotional readiness through competition in enjoyable activities that relieve tension and encourage companionship.
- An opportunity to participate individually or on a team in a wholesome program.
- An opportunity to participate in activities which will carry over into later life.
- An opportunity for the development of sportsmanship and a respect for the will of others.

How to enter an Intramural Activity

Most of the Intramural Sports Program has been computerized to allow students to:

- 1. Advise us of their specific sport interests.
- Sign up their team for each team sport.
- Sign up as an individual who wishes to be placed on a team.
- Sign up for each individual activity offered by the Intramural Department.
- 5. Print out their team's schedule.
- 6. Print out the standings for their Intramural League.
- Stay in tune with upcoming activities, deadlines and events which are rescheduled.
- See which activities will be played during the upcoming week.
- 9. Tell us what sports you are interested in participating in.

In order to utilize the computers for maximum communication:

- Go to a computer cluster in SB221, Bear 215, Morton 205, or Cameron Hall.
- 2. If you are new at computer operations please ask the consultant on duty to help you log in.
- Type "VXA", when the "connected" prompt appears, strike [CR] until you receive the username prompt.
- Type "INTRAMURALS" in response to the username prompt and "SPORT" for the password prompt.
- Choose a number as instructed on the screen menu.
- Help is embedded within the program as you go along or the consultant can assist you with any difficulty you might encounter.
- Should you need further assistance feel free to call 395-3261.

Policy

When an individual participates on an intercollegiate team (varsity or junior varsity) through the first team cut, he or she forfeits the right to intramural participation in that sport, and closely related sports (i.e. basketball, free throws, one-on-one, three-on-three) for the remainder of the current academic year and the following academic year. Following the "lay out" year the individual may re-enter the "intramural ranks" with no restrictions.

The student is responsible for medical expenses incurred as a result of any injury during an intramural activity.

Sportsmanship

A part of the philosophy of the intramural program is that good sportsmanship is vital to the conduct of every contest. To encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions to warn, penalize, or eject players or teams for poor sportsmanship. These decisions are final. The University Intramural Advisory Committee will rule on further penalties for unsportsmanlike conduct. The following are considered to be evidence of unsportsmanlike conduct:

Profanity.

Unnecessary delay of game.

Striking or shoving an opponent (automatic ejection from the name).

Arguing with officials concerning decisions (discussion is allowed as long as it is done in a mature manner by the team captain only).

Derogatory and abusive remarks toward an opponent, official, or spectator.

Any action which is intended to physically injure an opponent. Any action which shows disregard for the rules or policies of the intramural program.

Divisions of Intramural Competition

All activities provided by the IM Department can have three divisions: men's, women's, and co-rec. The number of divisions is determined by the number of entries.

Awards

Certificates are awarded to league champions and overall champions in each sport.

VARSITY AND JUNIOR VARSITY CHEERLEADERS

Varsity cheerleader tryouts for students are held in the fall and spring of each year and junior varsity cheerleader tryouts for students are held in the spring of each year. If you are interested, contact the Athletic Office located in Trask Coliseum.

Mascot tryouts will also be held in the spring of each year.

ATHLETICS

The University holds membership in the National Collegiate Athletic Association and is a member of the Colonial Athletic Association. There are eight intercollegiate teams fielded for men and eight for women.

Men's varsity sports include soccer, basketball, tennis, golf, baseball, swimming, cross country, and track & field.

Women's varsity sports include volleyball, basketball, tennis, golf, softball, swimming and cross country, and track & field.

A tryout period for each varsity sport is held for students interested in participating.

Tennis Courts

The tennis courts, located beside Hanover Hall Gymnasium and behind Galloway Hall, are available for all students, faculty and staff. A valid ID is required. Courts are generally open from 3 to 9 p.m. or at any time there are not physical education classes scheduled.

Exercise and Training Facilities

The weight training and exercise facilities of Trask Coliseum are available throughout the day to members of the University community. Consult the management of Trask for rules and regulations governing use of these facilities.

Swimming and Diving

The pool facilities of Trask Collseum are available to students, faculty and staff at various hours of the day. Free swim hours are posted, and a diving tank is also available. Check pool regulations before using the facilities to assure you have the proper gear and attire.

Check bulletin boards in pool area for updates and time changes in free swim hours.

Handball and Racquetball

The handball and racquetball courts are available for student use during non-class hours. Courts must be reserved prior to use on the same day you wish to play. Equipment is provided for your use when you present a valid ID to the attendant.

Basketball and Volleyball Courts

In the afternoon and evening during non-class hours, students can use the basketball and volleyball courts in Hanover Hall Gymnasium. Time for court use fluctuates depending on intramural sports schedules.

Outdoor Basketball Courts

The five basketball courts located adjacent to the tennis courts, are available to students, faculty and staff. These courts are not lighted for night use.

HAROLD GREENE TRACK AND FIELD FACILITY

The track and field facility, located adjacent to the tennis courts, is available for all students, faculty and staff. A valid ID is required. Rules and regulations are posted inside the facility.

SERVICE DIRECTORY

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Academic Advising	
Freshmen	General College Advising Center in Randall Library
Freshmen Sophomores, Juniors, and Seniors Address Change Address Information Advisor Assignments Advisor Change ALTERNATIVESI Center Alumni Information Audit Application	School or College
Address Information	Information Center, 101 University Union
Advisor Assignments	Academic Department Secretary
Advisor Change	Academic Department
ALTERNATIVES! Center	
Alumni Information	Alumni Affairs Office, Alderman Hall
Audit Application	Registrar's Office, Hinton James Hall
Bicycle Registration	Department of Public Safety
Calendar of Events	
Campus Minister	Vice Chancellor for Student Affairs, 101 Alderman
Career Counseling	nter) or Career Planning and Placement, (University Union)
Casting Checks (\$20 iimit)	Admissions Office Hinton James Hall
Certification of Student Status	Registrar's Office Hinton James Hall
Glubs and Organizations	Student Activities Office, 202 University Union
Cooperative Education	Career Planning and Placement, 106 University Union
Counseling	Student Development Center, Student Support Center
Course Changes	Advisor
Crime Prevention	Department of Public Safety
Dropping a Course	(3) Card turned in to Registrar's Office, Hinton James Hall
Alumi Information Audit Application Bicycle Registration Calendar of Events Campus Minister Career Counseling Cashing Checks (\$20 limit) Catalogues Certification of Student Status Clubs and Organizations Cooperative Education Counseling Course Changes Crime Prevention Dropping a Course Fraternity and Sorority Information Graduate School Graduation Application GRE Information (Graduate Record Exam) Handicap Services Health Insurance Information in Student Health and Wellness Center, Student Suppor	Student Activities Office, 202 Union Union
Graduate School	212 Hoggard Hall
GRE Information (Graduate Record Evam)	Student Development Center, Support Center
Handiran Services	Student Development Center Student Support Center
Health Insurance Information Student Health and Wellness Center, Student Suppor	t Center: Office of the Vice Chancellor for Student Affairs.
101 Alderr	nan Hall, or Dean of Students Office, 209 University Union
Honors Program Applications	Registrar's Office, Hinton James Hall
Housing Information (On Campus)	Housing Office, Belk Residence Hall
Housing (Off Campus)	Housing Office, Belk Hall
Information Center	
International Student Advisor	Doop of Students Office, 200 University Union
International Student Advisor	Career Planning and Placement 106 University Union
Leadership Center	212 University Union
LivWELU/ALTERNATIVES! Center (LivWELU/ALTERATIVES!)	
Loans and Grants	Financial Aid Office, Hinton James Hall
Health Insurance Information	
Major Change	0 10:11 11:11 0 1 10:11
All Freshmen	General College Advising Center, Handall Library
College of Arts and Sciences Cameron School of Business Administration School of Education	Suite 100 Campron Hall
School of Education	102 King Hall
School of Nursing	
Math Lab	262 Morton Hall
Meal Card Replacement Meal Plan Information Name Change Newspaper (Seahawk)	
Meal Plan Information	Housing Office, Belk Residence Hall
Name Change	Registrar's Office, Hinton James Hall
Newspaper (Seanawk)	Seahawk Office, 205 University Union
Operation ID.	Later James Hally or Registrar's Office Histor James Hall
Parking Parcal	Parking Office, Student Support Center
Part-time & Summer Work	reer Planning and Placement Office, 106 University Union
Payment of Tuition and Fees	
Physical Forms Completed	Student Health Center, Student Support Center
Postal Services	108 University Union
Posting Flyers in Residence Halls	Office of Residence Life
Re-enrollment Applications	Admissions Office, Hinton James Hall
Repeat a Course Application	Hedistrar's Office Hinton James Hall
Residence Hall Room Changes	
Residence Hall Room Changes Room Reservations Speci	
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Residence Hall Room Changes Room Reservations Schedule Conflict Schedules for Preregistration Scholarships Social Security forms to be filled out Student Government Association Student Health and Wellness Center Summer School Information Testing Traffic Fines Transcripts Tutoring Volunteer Opportunities Withdrawal from the University Work-Study or Work-Assistant Writing Center Wearbook (Fledging)	Registrar's Office, Hinton James Hall Financial Aid Office, Hinton James Hall Registrar's Office, Hinton James Hall Registrar's Office, Hinton James Hall 200 University Union Student Support Center 109 Alderman Hall Student Development Center, Student Support Center Cashier's Office, Hinton James Hall Registrar's Office, Hinton James Hall Ind Student Development Center, Student Support Center Financial Aid Office, Hinton James Hall Leadership Center, 212 University Union Dean of Students Office, 209 University Union Financial Aid Office, Hinton James Hall 203 Morton Hall

CODE OF STUDENT LIFE

PREFACE

The Code of Student Life outlines the rights and responsibilities and expected levels of conduct of students in the University community. The purpose of the rules outlined is to prevent abuse of the rights of others and to maintain an atmosphere in the University community appropriate for an institution of higher education. Materials included will help student organizations and members of the University desiring to use University facilities gain a better understanding of responsibilities of various boards and committees and understand student rights and responsibilities. Sections in the code cover academic concerns (grievances and standards) and student conduct and appeals.

The Code of Student Life will be published periodically. Interpretations of sections within the Code may be requested by

contacting the Vice Chancellor for Student Affairs.

Rules included in the Code are subject to amendment or revision. Any member of the University community may submit amendments or revisions to the Vice Chancellor for Student Affairs for consideration. The Vice Chancellor for Student Affairs will ask the Student Affairs Committee, a standing advisory committee of the Faculty Senate, to make recommendations. The Vice Chancellor for Student Affairs will then make his/her recommendations to the Chancellor for final consideration.

Students at The University of North Carolina at Wilmington are subject to, and enjoy the protections of, the Constitutions and laws of the United States and of North Carolina, as well as the Code of the Board of Governors of The University of North Carolina and relevant policies of the Board of Governors and of the Board of Trustees of The University of North Carolina at Wilmington. This "Code of Student Life" is interpreted by reference to these sources of law. The following sections of the University Code should be noted especially:

STATEMENT ON DIVERSITY IN THE UNIVERSITY COMMUNITY

In an effort to address the needs of the total University community, the chancellor has endorsed the following statement of principle proposed by the Human Relations Advisory Committee:

As an institution of higher learning, The University of North Carolina at Wilmington represents a rich diversity of human beings among its faculty, staff, and students and is committed to maintaining a campus environment that values that diversity.

Accordingly, the University supports policies, curricula and co-curricular activities that encourage understanding of and appreciation for all members of its community and will not tolerate any harrassment of or disrespect for persons because of age, sex, color, race, religion, creed, national origin, sexual preference, political belief or affiliation, handicap, veteran status, marital status, or membership or nonmembership in any organization.

For more information concerning the ways that our multicultural learning community may be nurtured and protected, contact the Human Relations Committee through the offices of the Chancellor or the Dean of Students.

Section 600. Freedom and Responsibility in the University Community.

(1) The University of North Carolina is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

(2) The University and each constituent institution shall protect faculty and students in their responsible exercise of the freedom to teach, to learn and otherwise to seek and speak the truth.

(3) Faculty and students of The University of North Carolina shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

Section 608. Students' Rights and Responsibilities.

(1) ... No constituent institution shall abridge either the freedom of students engaged in the responsible pursuit of knowledge of their right to fair and impartial evaluation of their academic performance.

(2) All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

(3) In applying regulations in the area of student discipline, each constituent institution shall adhere to the requirements of due process as set forth in Section 502 D(3) of this Code.

Section 502 D(3). Relation to the Chancellor to the Constituent Institutions.

Subject to any policies or regulations of the Board of Governors or of the Board of Trustees, it shall be the duty of the Chancellor to exercise full authority in the regulation of student affairs and in matters of student discipline in the institution. In the discharge of this duty, delegation of such authority may be made by the Chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the Chancellor be deemed necessary and expedient. In the discharge of his duty with respect to matters of student discipline, it shall be the duty of the Chancellor to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him and the right to such advice and assistance in his own defense as may be allowable under the regulations of the institution as approved by the Chancellor. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President to review the proceedings.

* * * * * * * * * *

The UNCW Faculty and Student Senates have endorsed the "Joint Statement of Rights and Freedoms of Students" (Appendix A), which is applicable to UNCW to the extent consistent with the various sources of law identified above.

"Students have the right to enjoy a university environment free of unlawful discrimination, including sexual harassment. In all institutional relationships, the University expects its employees and students to show discretion and civility and to treat each other with equality and dignity. Discriminatory behavior, including sexual harassment of students by any University employee—faculty or staff—is a violation of both state and federal law and University policy (see Appendix K)."

Section I—Student Organizations

I-1 Introduction

Students bring to the University a variety of interests previously acquired and develop many new interests as members of the academic community. Students at UNCW are free to organize and join associations to promote their common interests. Student organizations wishing to be registered with UNCW must form and operate in compliance with University policies. This section outlines University policies pertaining to the formation and operation of student organizations including actions which may be taken by the University for noncompliance with these policies.

1-2 Student Organizations Committee

- A. Student Organizations Committee (SOC), a standing advisory committee of the Chancellor, has review and recommending responsibility to the Chancellor for all student organizations, including registration of UNCW student organizations. Student governmental bodies do not fall within the definition of a student organization. The Committee has eleven members: five students appointed by Student Senate for one-year renewable terms, five faculty appointed by the Chancellor for three-year terms, and the Assistant Director for Student Activities (ex officio, non voting). The Dean of Students serves as an adviser without a vote.
- B. Responsibilities of the committee include:
 - Formulating policy with the approval of the Chancellor for registration of UNCW student organizations and review, approve, and revoke registration of student organizations.
 - Serving as an original and/or appellate body for hearing disputes within and between registered student organizations with authority to lessen but not increase sanctions imposed or recommended by other bodies. SOC may refer a case to the original hearing body for a rehearing.
 - Considering appeals that pertain to registration procedures.

I-3 Applying for Registration as a Student Organization

- A. Students planning to develop a student organization must register their intent in writing with the Student Activities office in the University Union. Groups which have filed this intent to organize document shall be granted use of University facilities for organizational meetings. If a proposed constitution is not submitted to the Student Activities office within one month of filing the intent to register document, permission for use of University facilities and services may be terminated (see Section IV).
- B. The Student Activities Adviser's Office will provide a current copy of SOC guidelines outlining registration procedures for student organizations. These guidelines detail criteria for student membership.
- C. When a group is ready to apply officially to SOC for registration, it must submit four copies of its constitution to the secretary of the Committee in the Office of Student Activities five working days prior to the SOC meeting at which the constitution is to be reviewed. The Committee will meet with the student organization and review its constitution. If the constitution is approved, the organization is an officially registered UNCW student organization.

I-4 Rights of Registered Student Organizations

- A. A registered organization is entitled:
 - To be listed as a registered student organization. Only student organizations registered by SOC may use the name of the University or an abbreviation of it as a part of their name. Student organization sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed by UNCW.

- To sponsor or present a public event on University property. Organizations undertaking this activity should consult with the Student Activities office for a statement of policy.
- To raise funds or make other permissible solicitations on University property in accordance with University policy (see Section IV-4).
- To reserve the use of University facilities (see Sections IV and VI-3).
- To be eligible for possible funding by the UNCW Student Government Association according to Student Government guidelines.
- B. Policies and actions of a student organization will be determined by those persons who hold bona fide membership in the organization.
- C. Student organizations, including those affiliated with an extramural organization, shall be limited to members of the University community without respect to race, sex, creed, age, disability or national origin except for fraternities and sororities which may limit participation on the basis of sex (see Appendix B).
- D. The SOC strongly recommends that each student organization have an adviser. Each organization will be free to choose to have an adviser (of its choice) or not to have an adviser, and institutional registration will not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser.

I-5 Duties of Registered Organizations

A registered organization must:

- A. Furnish to the Student Activities office at the beginning of each semester a complete list of adviser(s) and officers or other members of the organization who are authorized to speak for or represent the organization in its relations with the University and who are authorized to receive for the organization official notices, directives or information from the University. Each such list shall be kept current and accurate throughout the semester by the organization.
- B. Keep on file with the Student Activities office a current copy of its SOC approved constitution.
- C. Use a UNCW account for deposit and use of funds if any organization uses UNCW funding, collects dues and/or sponsors on-campus, fund-raising events.
- D. If it advertises or promotes events or activities, do so in a manner that does not suggest falsely that the event or activity is sponsored by the University.
- E. Plan and conduct activities furthering the purpose of the group as stated in its constitution.
- F. Schedule events with the Student Activities office in order to minimize program conflict.

I-6 Annual Review of Organizations

- A. Annually before November 1, the Student Activities office shall review the status of all organizations to determine whether they meet eligibility requirements specified previously and are conducting their affairs in accordance with SOC guidelines and policies outlined in this Code.
- B. If the Student Activities office determines that an organization is ineligible for registration, is inactive, or conducts its affairs in violation of University regulations or administrative rules, he/she shall notify the organization in writing of each deficiency and shall provide a copy of this correspondence to the chairperson of the SOC

committee and the Dean of Students. If the organization fails or refuses to attempt to remedy each deficiency on or before the tenth class day after the date of the notice, the Student Activities office shall prepare a complaint based on the deficiency and forward it to the Student Organizations Committee for a determination of the student organization's registration status. SOC will follow the conduct review outlined below.

I-7 Conduct Review

- A. A conduct review of any organization may be initiated by the Dean of Students or designee at the request of any registered campus organization, staff member, faculty member, or student. Grounds for conduct review include, but are not limited to, alleged violation of rules by the organization as listed in Section II-1-B. Prior to disciplinary action or sanction, the Dean of Students or designee shall investigate the alleged violation. After completing a preliminary investigation, the Dean or designee may:
 - Find no basis for complaint and dismiss the allegation as unfounded; or
 - Summon the officers of the organization for a conference and,
 - Either dismiss or proceed administratively by informing the organization of the following options for resolution of the disciplinary charges.
 - a. Plead not guilty to the charge(s) and have a regular hearing before the Student Organization Committee (SOC) where a determination of violation will be made. If a student organization is held responsible by the SOC, an appropriate sanction will be determined.
 - b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of violation will be made. If a student organization is held responsible by this administrative hearing officer, an appropriate sanction will be determined.
 - d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean of Students or designee must agree to hear the case.
 - 4. A student organization choosing a regular hearing before the SOC has a right of appeal of the SOC decision to the Chancellor. A student organization choosing an administrative hearing before the Dean of Students or designee has a right to appeal to SOC and then to the Chancellor.
- B. The Dean of Students and the Student Organizations Committee have the following disciplinary sanctions for dealing with groups that have been found in violation of University policies.
 - Oral Reprimand—An oral statement of disapproval, with a formal notation.
 - Written Reprimand—A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.
 - Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires.

- 4. Suspension—Suspension involves withdrawal of student organization registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-registration. Suspension ordinarily is followed by a status of probation through the end of the following full semester, which terminates automatically when the imposed period expires.
- 5. Indefinite Suspension—Indefinite suspension involves withdrawal of student organization registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-registration. Re-registration after an indefinite suspension requires that: the organization apply to the Dean of Students at the close of the imposed period; the Dean will determine whether the organization has met the conditions imposed; and the Dean then consult with the SOC and either grant or deny the application for re-registration. A denial may be appealed to the SOC.
- C. SOC or the Dean as part of the disciplinary process may impose specific conditions and/or require the student organization to make restitution for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- D. Specific cases involving UNCW campus organizations that require immediate action shall be handled by the Vice Chancellor for Student Affairs. Action taken by the Vice Chancellor for Student Affairs may be appealed by the student organization to the SOC within five class days. Action taken by SOC may be appealed by the student organization to the Chancellor within five class days.
- E. An appeal as outlined above to each body shall be made in writing on or before the fifth class day after the decision of the appellate body. The notice shall contain the organization's name, date of decision or action, if any, and the name of the organization's representative, if any. All parties involved shall receive notification of the appeal and subsequent actions.

Section II—Student Conduct and Appeals

II-1 Student Standards of Conduct

Students share in the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. When asked to report to any University office, a student is expected to appear at the time specified or arrange another appointment. All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected. (See Sections 600(3) and 608(2) of the University Code, quoted in full in the Preface to this "Code.")

A. Financial Transactions with the University

1. The Financial Services Office (Business Office) is responsible for matters relating to student financial transactions. Students who owe debts to the University may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid. Students who write insufficient fund checks to the University for registration fees may have their registration cancelled. Checks written to the University for purposes other than obligations to the University that are returned for insufficient funds may be the basis for legal and/or disciplinary action against the student issuing the check.

 The Student Financial Aid Office reserves the right to revise or cancel student financial aid awards because of unauthorized changes in a recipient's enrollment status, inability to demonstrate satisfactory progress in his/her course of study, or failure to comply with written policies and procedures published by the Financial Aid Office.

B. Offenses

Notwithstanding actions taken by civil authorities, or private litigants, the Vice Chancellor for Student Affairs or his/her designee may initiate disciplinary proceedings as outlined in Section II-2 and/or Section 1-7 against a student or group who violates or attempts to violate this "Code" or other applicable rules, including the following:

- Damages, defaces or destroys University property or property belonging to the University community or a visitor to the campus.
- Unlawfully takes University property or property of any other person.
- Illegally uses, possesses, and/or sells a drug or narcotic. Students are expected to abide by local ordinances, state and federal laws regarding the consumption or possession of drugs (see Appendix H and Section VIII).
- Possesses firearms or other weapons on University property or at an event sponsored or supervised by the University or any recognized University organization (see Appendix C).
- Conducts himself/herself in a manner that significantly interferes with the operations of the University (see Appendix G).
- Conducts himself/herself in a manner that significantly endangers the health or safety of members of the University or visitors on the campus.
- Tampers with fire equipment on the UNCW campus (North Carolina General Statute 14-286).
- 8. Sets a fire in or on University property (North Carolina Statute 14-60).
- Possesses or uses any explosive device including but not limited to firecrackers, cherry bombs, bottle rockets and dynamite.
- Possesses and uses an alcoholic beverage on campus in violation of State law and/or fails to abide by University policy on consumption and advertising of alcoholic beverages (see Appendix D and Appendix E).
- Is visibly overcome by alcohol in any public place to the point that his/her behavior becomes disorderly.
- Engages in hazing. Hazing by University groups is prohibited on or off campus. Hazing is defined in Appendix F.
- Inflicts or threatens bodily harm upon any person while on University premises, or acts in a manner which creates a risk of bodily harm to any person who is on University property.
- 14. Forges, alters, destroys or misuses University documents and records. Violations include but are not limited to forgery of applications for financial aid, admission, course changes and course credit, or alterations of transcripts or student identification cards.
- 15. Gains unauthorized entry to any University building and possesses unauthorized keys to University buildings. The duplication of a key issued to a student by the University is prohibited.

- Gambles for money or other items of value; this includes playing of cards or other games of chance or skill for money or other items of value.
- Lends, sells, or otherwise transfers a student identification card; uses a student I.D. and/or meal card if not its original holder.
- Demonstrates and/or assembles in violation of North Carolina General Statutes 17-132.1 or the consolidated University "Policies, Procedures, and Disciplinary Actions in Case of Disruption of Educational Process" (see Appendix G).
- Misuses a University computer in violation of rules and regulations of the University Computing Center.
- Misuses University telephones—this includes use of University phones, including dainlines, without consent of those responsible for their control.
- Intentionally furnishes false information to a member of the faculty, staff, or a student acting in an official capacity.
- Engages in disorderly conduct including but not limited to verbally abusive or inappropriate behavior (see Appendix J).
- Fails to comply with orders or directives of University officials, University hearing bodies, University Police or any other law enforcement officers acting in performance of their duties.
- 24. Discriminates against another student by using offensive speech or behavior of a biased or prejudiced nature related to one's personal characteristics, such as race, color, national origin, sex, religion, handicap, age, or affectional/sexual preference.
- 25. Sexually harasses any other student, male or female, by making repeated and unwelcome sex-related comments, sexual overtures, or physical behavior, or by displaying offensive visual materials which interfere or are intended to interfere with another person's work or study.
- 26. Is in violation of the visitation policy as outlined in Section VII-5-B of this Code.
- 27. Is in violation of any North Carolina and/or Federal criminal law.

Please refer to Appendix G for a statement of University Policles, Procedures, and Disciplinary Action in Cases of Disruption of the Educational Process. This statement was adopted by the UNC Board of Trustees on October 27, 1970.

C. Identification of Students on Campus

- 1. In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University to an appropriate University official. A person may be asked to present some form of identification.
- If any person refuses or fails upon request to present evidence of his/her identification and it reasonably appears that the person has no legitimate reason to be on the campus or in the facility, the person may be ejected from the campus or facility.

II-2 Initiation of Disciplinary Proceedings and Administrative Disposition

Under the direction of the Chancellor, the Vice Chancellor for Student Affairs has primary responsibility and authority for the administration of student discipline. Further delegation of this authority may be made by the Vice Chancellor for Student Affairs to the Office of the Dean of Students and to residence hall staff and/or disciplinary bodies within the residence hall living environment, such as residence hall governments or Greek Council, or to disciplinary bodies of Student Government.

A. Disciplinary Correspondence

All disciplinary correspondence will be sent to the student's campus post office box by certified mail, return receipt requested. The University reserves the right to use other reasonable means to notify students.

B. Filing Complaints

- Any academic or administrative official, faculty or staff member or student may file a verbal or written complaint with the Office of the Dean of Students against any student for misconduct.
- While action on a complaint of violating a University regulation is pending, the status of the student shall not be altered except for reasons outlined in Section II-2-D.

C. Presumption of Innocence

Any student charged with an infraction under this Code shall be presumed innocent until proven guilty by a preponderence of evidence.

D. Preliminary Investigation

When the Dean of Students receives information that a student has allegedly violated University regulations or local, state, or federal law, the Dean shall investigate the alleged violation. After completing a preliminary investigation, the Dean may:

- Find no basis for the complaint and dismiss the allegation as unfounded, or
- 2. Summon the student for a conference (see Section II-2-E) and then either dismiss the allegation, or
- Proceed administratively by informing the student of the following options for resolution of the disciplinary charges:
 - a. Plead not guilty to the charge(s) and have a regular hearing before the Campus Judicial Board (CJB) where a determination of the responsibility will be made. If the student is held responsible by the Campus Judicial Board (CJB), an appropriate sanction will be determined.
 - b. Plead not guilty to the charge(s) and request an administrative hearing before the Dean of Students or designee where determination of responsibility will be made. The Dean or designee may elect not to hear the case. The case would then be heard by the CJB. If the student is held responsible by this administrative hearing officer, an appropriate sanction will be determined.
 - Plead guilty to the charge(s) and elect for the Campus Judicial Board (CJB) to determine an appropriate sanction.
 - d. Plead guilty to the charge(s) and elect for an administrative hearing before the Dean of Students or designee to determine an appropriate sanction. The Dean or designee may elect not to hear the case. The case would then be heard by the CJB.

- 4. A student choosing a regular hearing before the CJB has a right of appeal of the CJB decision to the Chancellor. A student choosing an administrative hearing before the Dean of Students or designee has a right of appeal to CJB and then to the Chancellor.
- 5. If a student requests an administrative hearing before the Dean of Students or designee, at this point the student may waive all or part of the written notice requirements that follow. The student may also waive the number of days specified from the original date of the charge letter and proceed with the hearing. All waivers shall be executed by a signed writing. If the student chooses an administrative hearing, the Dean of Students or designee shall provide him/her:
 - a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent via certified mail.
 - b. Review of all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.
 - Choice between a closed hearing or one open to members of the University community.
 - d. Choice between an Administrative or Campus Judicial Board (CJB) hearing.
 - e. Choice to elect not to appear at the hearing, the hearing shall be conducted in the student's absence.
 - f. Assistance by an adviser of the student's choice.
 The adviser, upon request of the student, may:
 - Advise the student concerning the preparation and presentation of his/her case.
 - 2. Accompany the student to all judicial proceedings.
 - 3. Have access to all materials relating to the case.
 - g. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing. Unless the student waives all or part of the notice, the formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives this five day time limit.
 - A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.

E. Summoning a Student for a Conference

- Should a student not appear when requested by the Dean of Students or designee, the Dean of Students or designee may formally summon a student to appear for a conference in connection with an alleged violation by sending him/her a letter pursuant to Section II-2-A.
- The letter shall direct the student to appear at a specified time and place not less than three class days after the receipt of the letter. The letter shall also describe briefly the alleged violation.
- 3. If an accused student fails to respond to a charge letter and the required prehearing interview, the accused student forfeits the options in Section II-2-D-5, and will be notified by certified letter, sent at least seven days before a hearing before the Dean of Students or designee or, at the option of the Dean of Students, the

CJB. At this hearing a decision of guilty or innocence will be made based on available information, with or without the accused student. If the student fails to attend the hearing, all allegations against the student shall be deemed to be denied. When appropriate, a sanction will be determined and the student will be notified in writing.

F. Appeal of Administrative Action

In the event a charged student disagrees with a finding of guilt or sanction of an administrative hearing officer, the charged student may request an appeal to the Campus Judicial Board within seventy-two (72) hours after notification of the decision. Original sanctions (except summary suspension) are normally put into effect only after the Campus Judicial Board makes a decision.

1. Procedure

- a. The function of the Campus Judicial Board in hearing an appeal is that of reviewing the action of the administrative hearing officer to determine if: (1) an alleged violation of the rights guaranteed the accused (see Section II-3) has occurred; (2) the sanction is too severe for the violation; or (3) new evidence has developed which has bearing on the verdict.
- b. The Campus Judicial Board shall receive the petition from a student choosing to appeal the decision of an administrative hearing. Such petition shall be submitted in writing to the chair of the Campus Judicial Board through the Office of Dean of Students explaining in detail the reasons for the student's appeal and specifying the ways in which he/she believes the procedures or actions of the administrative hearing officer have violated the standards outlined in Section II-2.
- c. Upon receiving a petition, the Campus Judicial Board shall obtain the record of the administrative hearing officer. Such record shall include relevant documents and a written statement by the hearing officer. Such statement in the case of administrative action shall summarize the case and the reasons supporting the disciplinary decision.
- d. With this information, the Campus Judicial Board shall decide whether an appeal hearing is warranted. This decision is based on the three options for an appeal outlined in Part 1-a above. It shall notify the petitioner in writing of its decision within seven (7) days after receiving the student's petition.
- e. If the Campus Judicial Board determines that a hearing should be granted, that hearing shall be held within seven (7) days of such determination and notification shall be given in writing at least three (3) days prior to the date set for the hearing, specifying time and place of the hearing and informing the student of his/her rights as outlined in Section II-3-C. If a student chooses to waive the seven (7) day notice and other requirements as stated in this section, an immediate appeal hearing may be heard.
- f. The Campus Judicial Board shall invite the appellant, the concerned administrative hearing officer, and such other persons as it deems appropriate to appear before the Board to make statements and respond to questions. The student and administrative hearing officer may request the Board to invite persons to testify if there is new evidence. The Campus Judicial Board follows regular hearing procedures in appeal cases, if it elects to hear new evidence.

- g. No member of the Campus Judicial Board shall be a party to any prior investigation or witness in the case nor should be placed in the position of developing or prosecuting the case.
- h. After the hearing is concluded, the Campus Judicial Board shall go into Executive Session to reach a decision.
- i. The Campus Judicial Board has the authority to approve, reject, or modify the decision in question. The decision of the Campus Judicial Board may be appealed to the Chancellor as outlined in Section II-3-D. Prompt notice of the decision of the Campus Judicial Board shall be given. Any appeal of this decision must be in writing and presented within seventy-two (72) hours after notification of the decision.

G. Summary Suspension

- Summary suspension is an action requiring that a student immediately leave the campus and University property. It may be imposed upon a student by the Vice Chancellor for Student Affairs or his designee when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of himself, other members of the University community or University property.
- 2. Any student who is suspended on a summary basis and returns to the campus and University property during the suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Dean of Students, or to participate in the disciplinary procedures against him/her) may be granted in writing by the Dean of Students or his/her designee.
- 3. When a student is suspended on a summary basis, he or she is given notice containing the reasons for suspension, the duration and any conditions that apply, and a copy of this summary suspension policy. A student notified of such summary suspension may, within ten class days of the written notice of suspension, request through the Dean of Students or designee a regular hearing before the CJB to determine the innocence or guilt of the student charged and the appropriate sanction and whether the conditions of the Summary Suspension should continue. This regular hearing, where normal procedures apply, before the Campus Judicial Board shall normally be conducted within five class days of the student's request for a hearing.

II-3 Campus Judicial Board

A. Campus Judicial Board

- When a student requests a regular hearing before the Campus Judicial Board or when a case is referred automatically by the Dean of Students or his/her designee, the Campus Judicial Board (CJB) becomes involved. CJB is a board of the Chancellor composed of eight members. The Vice Chancellor for Student Affairs serves as the adviser to CJB. The members are:
 - Six students recommended by Student Senate and appointed by the Chancellor.
 - Two faculty members recommended by the Faculty Senate Chairperson and appointed by the Chancellor.
- The chairperson and vice-chairperson of the CJB shall be appointed by the Chancellor.

Quorum—A quorum shall consist of four student members and one faculty member. During summer sessions a quorum shall consist of three students and one faculty member.

4. Selection

- a. The students recommended by Student Senate for appointment to CJB are selected through a campus wide application process.
- b. CJB members will be appointed by May 1 each year. Members serve a one-year term.
- vacancies occurring during the course of the year will be filled by the Chancellor.
- d. Members of the CJB become active members only after they have been trained by the Office of the Dean of Students.

5. Jurisdiction of CJB

- CJB is the highest disciplinary hearing body of the University.
- b. CJB has appellate power to review decisions of disciplinary bodies and of the Dean of Students or designee with authority to lessen but not increase the sanction imposed or recommended by other bodies. CJB may refer a case to the original hearing body for a rehearing.
- CJB may have, at the request of the student, original jurisdiction in disciplinary cases.

B. Procedural Standards for CJB Cases

- All matters upon which the decision may be based must be introduced into evidence at the hearing before CJB. The decision shall be based solely upon such matters and must be supported by the evidence. Any student charged with an infraction under this Code shall be presumed innocent until proven guilty by a preponderence of the evidence (See Section II-2-C).
- All evidence will be admitted except that which is irrelevant or repetitious or which is obtained in violation of the search-and-entry provisions appearing in Section VII-5-G. The Campus Judicial Board will be the sole judge of admissibility of evidence of this code.
- CJB records are maintained in the Office of the Dean of Students and are confidential and may be released only with the consent of the student involved. A written record of the proceedings and action taken will be filed with CJB.
- 4. No member of the hearing body who has a personal interest in the particular case may sit in judgment during the proceeding. In such cases in which a member cannot serve due to a conflict of interest, a temporary member may be appointed by the Chancellor to serve for the duration of the hearing.

C. Hearings before CJB

- 1. Prior to a hearing, the accused student is entitled to:
 - a. A written notice of the charge(s) and an outline of rights. In the event that additional charges are brought, a further written notice must be forwarded to the student. These notices are sent pursuant to Section II-2-A.
 - b. Review all available information, documents, exhibits, and a list of witnesses that may testify against him/her. This is a continuing obligation of the complaining party and the Dean of Students or designee.

- c. Choose between a closed hearing or one open to members of the University community.
- d. Choose between an administrative or Campus Judicial Board (CJB) hearing.
- e. Be assisted by an adviser of choice. The adviser upon request of the student may:
 - Advise the student concerning the preparation and presentation of his/her case.
 - 2. Accompany the student to all judicial proceedings.
 - 3. Have access to all materials relating to the case.
- f. A written notice of time, place, and format of the hearing forwarded to the accused at least five class days prior to the hearing, unless the student waives all or part of the notice. The formal hearing will not be held less than five class days from the date of the original charge letter, unless the student charged waives the limit.
- g. A prehearing interview with the Dean of Students or designee where all these rights, responsibilities and procedures are explained.
- Duties of CJB—In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by CJB. CJB will:
 - Determine that the Dean has satisfactorily performed the requirements of Section II-3-C-3.
 - b. Rule on the admissibility of evidence, motions and objections to procedures; render a written decision as to the accused student's guilt or innocence of the charges; set forth finds of fact, determine the penalty if any; and provide the Dean and student with the copy of a decision.
- 3. Duties of the Dean of Students-The Dean shall:
 - a. Consult the CJB in setting the date, time and place for the hearing.
 - b. Assist CJB in summoning witnesses and preparing evidence that is requested by CJB.
 - c. Notify the student by letter of the date, time and place for the hearing. The Dean shall send the letter pursuant to Section II-2-A. If the student charged is an unemancipated minor (under 18 years of age), a copy of the letter may be sent to his/her parent or guardian. The letter shall specify a hearing date not less than five class days after the date of the receipt of the letter. A student may request in writing that an earlier date be set, if feasible. The CJB, for good cause, may postpone the hearing and notify all interested persons of the new hearing date, time and place.
 - d. A letter mailed under Part 3 shall:
 - Direct the student charged to appear at a date, time and place specified.
 - 2. Advise the student of his/her rights:
 - a. To appear in person, hear all testimony, and present any relevant information in his/her behalf, call witnesses, ask questions of any person present at the hearing.
 - b. To elect not to appear at the hearing. The hearing then shall be conducted in the student's absence.
 - c. To a closed or open hearing.

- d. To be assisted by an adviser of choice.
- e. To refuse to answer any questions or make a statement—however, the hearing authority then shall make its decision solely on the basis of information introduced at the hearing.
- f. To be judged guilty only upon a finding that is based on the information introduced at the hearing.
- g. To know the identity of witnesses who will testify against him/her.
- To question each witness who will testify against him/her for the purpose of clarification.
- i. To have all statements, information or comments given during the hearing held in strictest confidence by members of the board before, during and after deliberation. Only those faculty and staff with an educational need to know will be informed of the outcome. The chairperson will exercise control over the hearing to avoid needless consumption of time, to avoid repetition of information and to prevent the harassment or intimidation of participants.
- j. To have hearings conducted in an informal manner where technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though each witness shall be subject to cross-examination. Witnesses (except for the accused) shall be present during the hearing only during the time they are testifying. While written statements are admissible, no one shall be convicted who has not had the opportunity to confront and cross-examine the principal accuser and/or victim.
- k. To have a copy of the secretary's record of the hearing.
- I. To appeal as outlined in Section II-3-D.
- Contain the name of the person appointed to act as chairperson of the CJB.
- Contain the names of witnesses who will testify against the student and a description of evidence and charges that will be offered against him/her.
- Contain a copy of the complaint.
- Notify the defendant that the Dean may question a student testifying in the defendant's behalf or question the defendant if he/she testifies in his/her own behalf.
- If a student fails, without good cause, to comply with the letter sent under this section, CJB may proceed with the hearing in the student's absence, as has been outlined previously.
- Hearing Procedure—CJB shall proceed generally as follows during the hearing:
 - The student states whether the hearing is to be open to the public or closed. If the hearing is to be open to the public, the student shall sign a written statement to that effect.
 - b. The chairperson of CJB reads a complaint and informs the student charged of his/her rights as listed in Section II-3-C, and asks the student whether

- he/she pleads guilty or not guilty to the charge or charges before the Campus Judicial Board.
- c. The Dean presents the University's case.
- d. The student presents his/her defense.
- e. The Dean and the student defendant present rebuttal evidence and arguments.
- CJB deliberates and decides the issue of guilt or innocence.
- g. If CJB finds the student charged guilty, the Dean and student charged may present evidence and argument on an appropriate penalty.
- CJB deliberates and determines an appropriate penalty.
- i. CJB renders a written decision as to the accused student's guilt or innocence of charges. The decision states the penalty, if any, and procedures for appeal. The accused student and Dean of Students shall each be given a copy of the decision.
- Hearing Record—The hearing record is confidential and consists of:
 - a. A copy of the notice forwarded to the student.
 - A written summary of the hearing together with all documentary and other evidence offered or admitted in evidence.
 - Written motions, pleas and any other material considered by CJB.
 - d. The decisions of CJB.

D. Appeal of a Campus Judicial Board Decision.

In the event a charged student disagrees with a finding of guilt or sanction of the Campus Judicial Board, the charged student may request an appeal to the Chancellor within seventy-two (72) hours after notification of the decision. Original sanctions (except summary suspension) are normally put into effect only after the Chancellor makes a decision.

1. Procedure

- a. The function of the Chancellor in hearing an appeal is that of reviewing the action of the Campus Judicial Board to determine if: (1) an alleged violation of the rights guaranteed the accused (see Section II-3) has occurred; (2) the sanction is too severe for the violation; or (3) new evidence has developed which has bearing on the verdict.
- b. The Chancellor shall receive the petition from a student choosing to appeal the decision of the Campus Judicial Board. Such petition shall be submitted in writing to the Chancellor through the Vice Chancellor for Student Affairs explaining in detail the reasons for the student's appeal and specifying the ways in which he/she believes the procedures or actions of the Campus Judicial Board have violated the standards outlined in Section II-3.
- c. Upon receiving a petition, the Chancellor shall obtain the record of the Campus Judicial Board. Such record shall include relevant documents and a written statement by the Campus Judicial Board. Such statement shall summarize the case and the reasons supporting the disciplinary decision.
- With this information, the Chancellor shall decide whether an appeal hearing is warranted. This decision is based on the three options for an appeal

- outlined in Part 1-a above. He/she shall notify the petitioner in writing of his/her decision within seven (7) days after receiving the student's petition.
- e. If the Chancellor determines that a hearing should be granted, that hearing shall be held within seven (7) days of such determination and notification shall be given in writing at least three (3) days prior to the date set for the hearing, specifying time and place of the hearing and informing the student of his/her rights as outlined in Section II-3-C.
- f. The Chancellor shall invite the appellant, and other persons as he/she deems appropriate to appear before him/her to make statements and respond to questions. The student may request the Chancellor to invite persons to testify if there is new evidence.
- g. The Chancellor has the authority to approve, reject, or modify the decision in question. His/her decision may be appealed to the Board of Trustees of the University. Any appeal of his/her decision must be in writing and presented within seventy-two (72) hours after notification of the decision. Such petition shall be submitted in writing through the Vice Chancellor for Student Affairs explaining in detail the reason(s) for the student's appeal (see Part 1-a above).

II-4 Authorized Disciplinary Sanctions

- A. Levels of University disciplinary sanctions are:
 - Oral Reprimand—An oral statement of disapproval, with a formal notation.
 - Written Reprimand—A written reprimand involves a status of warning through the end of the next full semester, which terminates automatically when the imposed period expires.
 - 3. Disciplinary Probation—Disciplinary probation involves a status of probation through the end of the next two full semesters, which terminates automatically when the imposed period expires. In the event of a further violation of this Code or other applicable rules while on disciplinary probation, the University will seek the penalty of suspension.
 - 4. Suspension—Suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of the next full semester, and ordinarily carries with it conditions which must be met for re-enrollment.
 - 5. Indefinite Suspension—Indefinite suspension involves withdrawal of enrollment privileges and cancellation of registration through the end of at least the next two full semesters, and ordinarily carries with it conditions which must be met for re-enrollment. Re-enrollment after an indefinite suspension requires that: the student apply to the Dean of Students at the close of the imposed period; the Dean determines whether the student has met the conditions imposed and is otherwise eligible for re-enrollment; the Dean then consult with the CJB and either grant or deny re-enrollment. A denial may be appealed to the CJB.
 - Expulsion—Expulsion is a permanent dismissal from the University. This sanction applies only to the UNCW Drug Policy as mandated by the UNC Board of Governors. (See Section VIII).
- B. The CJB or the Dean, as part of the disciplinary process, may impose specific conditions (e.g., requirement of student to reimburse for damage to or destruction or misappropriation of University property or property of any person, and restitution in the form of appropriate service to be

- performed. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. As part of the conditions established by the CJB, a student may be denied access to a residence life area or evicted from University housing.
- C. As a part of the disciplinary process, a student can be fined not more than \$25 for purchase or possession of alcoholic beverages if under the age of 21. This money will be used to fund an alcohol education program. In addition, a student can be referred to the University Alcohol Education Program if the hearing body finds alcohol to be a contributing factor in the student's case.
- D. Residence Life Judicial Board and Greek Council may impose an oral reprimand, written reprimand or disciplinary probation, but may not impose the disciplinary penalty action of suspension or indefinite suspension. These student conduct boards may only recommend but not impose the disciplinary penalty action of suspension. Student dismissal from the residence hall system may be imposed by the Dean of Students upon the recommendation of a Residence Life Judicial Board.

II-5 Disciplinary Records

- A. A hearing record, notice of appeal and each petition for review are confidential and may not be disclosed in whole or part except as provided in Section III-4. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record and are maintained in the Office of the Dean of Students.
- B. Suspension or indefinite suspension are the only disciplinary actions reflected in the official transcript of the student. At the Dean's direction, the Registrar shall place on the student's permanent academic record the word "Hold." The Registrar shall remove the notation when the penalty expires or has been terminated.

Section III—Student Records

III-1 Introduction

The Family Rights and Privacy Act of 1974, (also known as "FERPA" or the "Buckley Amendment") is a Federal law which states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The law provides that the institution maintain the confidentiality of student educational records as defined in the statute.

III-2 Educational Records

- A. "Educational Records" include records directly related to a student which are maintained by UNCW. Education records do not include: records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records employment records or alumni records. These records are not necessarily available to a student, but health records may be reviewed by physicians of the student's choosing.
- B. The University of North Carolina at Wilmington accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' education records without the written

consent of students, except to: authorized personnel within the institution; officials of other institutions in which students seek to enroll; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; and authorized researchers who provide for confidentiality of the records; in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

- C. Within The University of North Carolina at Wilmington community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the following offices:
 - a. Admissions
 - b. Financial Aid
 - c. Placement
 - d. Registrar
 - e. Business Affairs
 - f. Student Development Center
 - g. Vice Chancellor Student Affairs
 - h. Vice Chancellor Academic Affairs
 - i. Dean of Students
 - j. Academic personnel within the limitations of their "need to know."

III-3 Directory Information

- A. At its discretion, the institution may provide to the public, without prior approval, "Directory Information" in accordance with the provisions of the Act, to include: student name, local and permanent address, telephone number, date and place of birth, major field of study, date of attendance, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- B. Students may withhold Directory Information from public disclosure by notifying the Registrar in writing in a signed and dated statement. If this statement is not received in the Office of the Registrar prior to the day of registration, it will be assumed that the above information may be discharged for the remainder of the current semester or term. A new form for non-disclosure must be completed each semester or term.

III-4 Inspection and Review of Records

- A. The law provides students with the right to inspect and review (within forty-five days of request) information contained in their education records (as defined above), to challenge the contents of their education records and to have a hearing if the outcome of the challenge is unsatisfactory (see below), and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable.
- B. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records. Such records are maintained at several locations on the campus. The locations are shown in Appendix I, together with the title of the official to be contacted for access to the records. A written request may be required. Students wishing to review their education records must make written requests to the administrator shown there. If the student is uncertain as to the location of a particular record, a written request should be addressed to the University Registrar listing the item or items of interest.

- C. Students may have copies made of their records unless a financial, academic, or disciplinary "hold" has been placed on the record by an appropriate University official. Such copies will be made at the student's expense at a cost of .10 per page with the exception being a student transcript which will cost \$1.00.
- D. Students may not inspect and review the following, as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

III-5 Amendment of a Student Record

- A. If a student believes that the information contained in his/her education records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the University amend the record. Such request shall be in writing addressed to the Registrar, and shall specify the amendment sought.
- B. The Registrar or his/her designee shall, within 30 days after receiving the student's request, and after consulting with appropriate University officials, decide whether the record will be amended in accordance with the request, and inform the student. If the decision is to refuse to amend the record in accordance with the request, the Registrar shall simultaneously advise the student that he/she may request a hearing to challenge the content of the education record to ensure that the information thereon is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of the student.
- C. If the Registrar receives a request for a hearing, he/she shall request that the Chancellor appoint a panel of three University faculty or staff members to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The Chancellor shall designate the chair of the panel and shall provide the panel such assistance as he deems appropriate.
- D. The chair of the hearing panel established as in Section C above shall notify the student and the Registrar of the date, time and place of the hearing at least five days before the hearing.
- E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's education record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The student may be assisted by individuals of his/her choice at his/her own expense, including an adviser.
- F. The Registrar or persons appearing in his/her behalf shall be afforded a like opportunity.
- G. The panel shall make its decision solely on the basis of the evidence presented at the hearing. The decision of the panel shall be in writing and shall include a summary of the evidence and the reasons for the decision.

- H. If the opinion of the panel is that the information in the student's record is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the Committee shall forward to the Chancellor its written recommendation. The Chancellor will forward to the student his decision in ten class days.
- I. If the panel decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the education record a statement commenting on the records and setting forth the reasons for disagreeing with the agency or institution. Such statement shall thereafter be maintained as part of the education record and thereafter disclosed to any party to whom the contested record is disclosed.
- J. If the student believes that the procedures determining the challenge were unfair or not in keeping with FERPA requirements, he/she may direct a written appeal to the Chancellor.
- K. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the University President. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201, concerning the alleged failures of The University of North Carolina at Wilmington to comply with the Act.

For further information, students may consult the University Registrar, who has available copies of the statute and the Department of Education's regulations.

Section IV—Use of University Facilities

The University permits the orderly use of facilities by student organizations to further the educational process. Organizations desiring to use a University facility must comply with certain University policies and procedures so that institutional property may be protected and that the facility use is consistent with this designated intent. "Facility" is defined as meaning a physical education facility, classroom, lecture hall, housing and food service facilities, auditorium, University Union, other buildings or outdoor areas of campus. University activities shall be given priority in use of facilities over outside groups.

IV-1 Reserving Space

- A. Student organizations registered by the Student Organizations Committee (SOC) and other University related groups desiring to use space must obtain permission from appropriate University officials. Students desiring to form a new organization are permitted limited use of University space for organizational meeting purposes only (see Section I-3).
- B. The University Union Services Area Coordinator is responsible for facilities information and maintaining a listing of contact officials for the reservation of University facilities. Listed below are the contact offices for reservation of University facilities.
 - Physical education/recreational facilities—Office of the Director of Athletics
 - Classrooms, lecture halls, housing and food service facilities (off-campus groups requesting use)—Office of the Director of Special Programs

- Randall Library Auditorium—Office of the Director of Library Services
- Kenan Auditorium—Office of the Manager of Kenan Auditorium
- University Union—Office of the Director of University Union
- Outdoor areas on campus—Office of the Dean of Students
- 7. Residence Halls-Office of Residence Life
- 8. Gazebo-Office of Residence Life
- C. An organization or individual student wishing to reserve one of the University facilities listed above should contact the office identified. Procedures for use of facilities identified above can be reviewed in each office responsible for facility use.
- D. Any peaceful assembly, protest, and demonstration where 50 or more people are expected to participate will be registered with the Dean of Students prior to the event. Whenever possible at least 24 hours lead time will be given.
- E. If a request for use of a facility is not approved, the applicant will be given a statement of reasons for refusal.
- F. Appeal of adverse decisions for use of University facilities may be made to the Facilities Use Committee composed of the Vice Chancellors for Academic Affairs, Business Affairs, and Student Affairs. The Facilities Use Committee, subject to approval of the Chancellor, shall have authority to revise policies and procedures regarding the use of University facilities by University groups.

IV-2 Regulations Regarding Petitions, Handbills, Signs, Posters, Bulletin Boards, Booths, Banners and Other Promotional Activities

- A. All posters, notices and other literature must be placed on bulletin boards designated for that purpose which are located throughout the campus. All bulletin boards or other means of posting materials are under the jurisdiction of the college, school, department or administrative office that maintains them. All posters or notices must be in accordance with the marketing practices described on page 41.
- B. General purpose bulletin boards outside the University buildings are provided at several locations. These bulletin boards may be used for commercial and informational purposes or for solicitation of charitable contribution. They may be used by any person or group without prior approval. Such bulletin boards bear the title "General Purpose." No posters or publicly distributed materials shall contain obscene, vulgar or libelous material, nor should any material be distributed which contains information in violation of any federal, state or local law or seeks unauthorized solicitation.
- C. Distributors of literature must not obstruct traffic, harass, or interfere with bypassers, block entrances, disturb others with excessive noise, litter premises, or disturb or interfere with academic or institutional activities.
- Postings and signs must be dated on the day of posting and normally should not remain beyond 14 days.
- E. Notices should not be placed over existing posters; however, outdated material may be removed to make room for upcoming events.

- F. In this section, "sign" includes billboard, decal, notice, placard, poster, banner or any kind of hand-held sign; and posting is defined as any means used for displaying a sign. A sign may not be:
 - Attached to a shrub or plant; a tree, except by string to its trunk; a permanent sign installed for another purpose; a fence or chain or its supporting structure; a brick, concrete or masonry structure; a sanctuary, monument or similar structure; or
 - Posted on or adjacent to a fire hydrant; on or between a curb and sidewalk; in a University building, except on the bulletin board, as provided in Section IV-2-A.
 - 3. Placed on windshields of vehicles on campus.
- G. An outside booth is a table furnished by the University and temporarily installed for distributing petitions, handbills or literature, or for displaying signs, or for solicitation. A student or organization may install a booth after applying to the Dean of Students for permission on a form prescribed by the Dean.
- H. Banners may be hung in the University Union in the foyer of the main entrance, the courtyard, the center staircase foyer, and outside the Union in the trees on the west side of the building. For specific requirements contact the University Union Director or Operations Director (Room 214). In addition, banners may be displayed in the Residence Life area with prior approval from the Office of Residence Life.

IV-3 Political and Religious Activity

- A. Registered University organizations may sponsor activities on University property in behalf of a specific candidate for local, state or national political office.
- B. Registered student groups and student organizations associated for religious purposes may sponsor religious activities on University property with a person or group of persons who are not students, faculty or staff members.

IV-4 Solitication Policy

Solicitation means the sale or offer for sale of any property or service and/or receipt of or request for any gift or contribution.

- A. No solicitation shall be conducted in any building or structure on the campus of The University of North Carolina at Wilmington or on the grounds, sidewalks or streets on the campus of The University of North Carolina at Wilmington except by the agents or employees of the University acting in the official capacity of their agency or employment or by student government and/or registered student organizations, in accordance with this section on University policy.
- B. Registered student organizations of the institution may collect membership fees or dues at meetings of such organizations scheduled in accordance with the facilities-use regulations outlined in this section.
- C. There may be a collection of admission fees for an exhibition of films or other programs that are sponsored by the University, a recognized faculty group or a registered student organization and are scheduled in accordance with the facilities use regulations in this section.
- D. Solicitation must be conducted in a way:
 - That will not disturb or interfere with the regular academic or institutional programs being conducted on the campus.

- That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or sidewalks, streets, or entrances to the campus buildings or common areas of campus buildings.
- That will not harass, embarrass or intimidate the person or persons being solicited.
- E. Charitable fund-raising campaigns conducted on campus by individuals, student organizations or non-student campus groups must be approved by the Student Activities Office and must be in compliance with the North Carolina "Solicitation of Charitable Funds Act."
- F. Student organizations may solicit local vendors or merchants for donations only with prior approval from the Office of the Dean of Students. Students should make it known that they are only representing their respective group and are not acting in any official capacity for the University.
- G. Student organizations and affiliated groups may conduct sales of goods only with the written approval of the Student Activities Office. Approval will be granted under the following conditions:
 - The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable causes.
 - All sales and sales promotions must be conducted by and only by members of the affiliated group.
 - 3. Sales and sales promotions must be conducted in space approved by the appropriate facilities manager: (1) University Union and surrounding grounds, (2) Lower cafeteria lobby, (3) Mall area outside the cafeteria, and (4) Brooks Field. Other areas may be designated in special circumstances as determined by the Dean of Students.
 - Registered student organizations are required to provide a financial statement to the Student Activities
 Office regarding the conduct of sales within five class
 days of the completion of the event.
 - Activities authorized by the University administration involving the sale of goods or services including but not limited to activities of the University bookstore personnel and representatives of education-supply firms, are exempt from this policy.
- H. Regulations for on-campus ticket sales are as follows:
 - 1. An organization shall deposit all monies received from ticket sales in a regular University account.
 - In accordance with accounting procedures, an organization shall file with the Student Activities Office a final report reconciling sales of tickets and names of recipients of complimentary tickets with all unused tickets.
 - All activities involving University funds or services are subject to University and state audit.
 - 4. An organization should consult with the Student Activities Office regarding fund-raising events. Tickets for fund-raising events shall indicate admission price, sponsoring organization and be prenumbered, unless they reserve specific seats for specific performances.

I. Raffle Guidelines

It is lawful for tax-exempt organizations to conduct raffles in accordance with, but not limited to, the following regulations:

- A raffle is a lottery in which a prize is won by a random drawing of the name or number of one or more persons purchasing chances.
- Most clubs and organizations operating under the auspices of UNCW must claim tax-exempt status. A letter from the North Carolina Department of Revenue permitting this status must be on file in the Student Activities Office prior to approval.
- The maximum cash prize for a raffle is \$1000. There is a \$25,000 limit on the value of merchandise that may be offered.
- 4. No alcoholic beverages may be raffled.
- 5. An organization may sponsor only two raffles per year.
- No person may be compensated for conducting a raffle.
- 7. Proceeds derived from the raffle may be expended for the prizes and operation of the raffle and religious, charitable, scientific, literary, and educational purposes. No proceeds may be used for social functions for the members of the sponsoring organization.

Please contact the Student Activities Office for further information.

IV-5 Appeals Procedure

- A. The student organization or group aggrieved by a decision covered by this section of the code is entitled to appeal to the office of the Vice Chancellor for Student Affairs by giving written notice on or before the fifth class day after the decision is announced. The notice shall contain the student's or organization's name and mailing address, a concise description of the complaint, the reasons for disagreeing with the decision and the date the decision was announced.
- B. When notice of the appeal is received, the Vice Chancellor for Student Affairs shall delegate responsibility for hearing that appeal. The delegate shall provide the student organization with an opportunity for a hearing and the person or organization shall be notified at least one day before the date of the hearing.
- C. The student or the organization may petition the Student Organization Committee (SOC) in writing, through the delegate, to review a decision which has been appealed. The Vice Chancellor for Student Affairs shall request SOC to review the appeal and make recommendations.

Section V—Undergraduate Academic Honor Code

The University of North Carolina at Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community are encouraged to report occurrences of dishonesty, each individual is principally responsible for his or her own honesty. The following definitions and procedures are provided to help everyone realize the high value that is placed on academic integrity and the means that will be employed to insure its preservation.

V-1 Academic Dishonesty Offenses

Violation of any of the following standards subject any student to disciplinary action:

- A. Plagiarism. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work. It is doubly unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due. The following three examples of plagiarism are described by Harold C. Martin and Richard M. Ohmann in their book The Logic and Rhetoric of Exposition (1963):
 - Word-for-word copying. Whenever someone else is directly quoted, honesty and courtesy require acknowledgement of the source. The quoted material should be placed in quotation marks and its exact location should be indicated, either in the text of the student's paper or in a footnote.
 - 2. The mosaic. To intersperse a few words of one's own here and there while basically copying the work of another is obviously unethical, unless one clearly acknowledges that this is being done. Should there be a valid reason for doing so then quotation marks or a general footnote should be used to show what belongs to the source and what is one's own contribution.
 - 3. The paraphrase. Once more than the crucial point is acknowledgement. Sometimes one can paraphrase in order to simplify, abbreviate, or improve upon an original, but the reader deserves to know what is being presented to him and whose work it represents. Therefore, acknowledgement of the source is required within the text of the student's paper or by footnote.
- B. Bribery. The offering, giving, receiving, or soliciting of any consideration in order to obtain a grade or other treatment not otherwise earned by the student through his/her own academic performance.

C. Cheating.

- Any conduct during a program, course, quiz, or examination which involves the unauthorized use of written or oral information, or information obtained by any other means of communication.
- 2. The unauthorized buying, selling, trading or theft of any examination, quiz, term paper or project.
- The unauthorized use of any electronic or mechanical device during any program, course, quiz, or examination or in connection with laboratory reports or other materials related to academic performance.
- The unauthorized use of laboratory reports, term reports, theses, or written materials in whole or in part.
- The unauthorized assistance or collaboration on any test, assignment, or project.
- The unauthorized use by a student of another student's work or the falsification of any other student's work.
- 7. Participating in, or permitting, any of the above activities as defined in C 1-6.

V-2 Jurisdiction

All full or part-time students enrolled at The University of North Carolina at Wilmington are subject to the Academic Honor Code.

V-3 Responsibility of the University Community

- A. General Responsibility. It shall be the responsibility of every faculty member, student, administrator, and staff member of The University community to uphold and maintain the academic standards and integrity of the University of North Carolina at Wilmington. Any member of the University community who has reasonable grounds to believe that an infraction of the Academic Honor Code has occurred has an obligation to report the alleged violation.
- B. Student Responsibility. Each student shall conform to the Academic Honor Code at all times. Students may report academic violations to their class instructor, Department Chair, or to the Dean of the college/school in which the course is taught.
- C. The Responsibility of the Individual Instructors. Each instructor is encouraged to make his/her classes aware of the Academic Honor Code during the first week of classes of each semester or summer session.
- D. Responsibility of the University Administration. In consultation with the Faculty Senate, the Office of the Dean of Students will see that the Academic Honor Code and any amendments or changes approved by the Faculty Senate are published and promulgated annually. All new University faculty, administrative staff, personnel, and students should be advised of the Academic Honor Code upon becoming a member of the University community.
- E. Responsibility of the Office of the Dean of Students. The Office of the Dean of Students shall receive and maintain comprehensive records of all matters relating to violations of the Academic Honor Code.

V-4 Reporting and Adjudication Procedures

- A. A suspected infraction of the Academic Honor Code shall be reported to the instructor of the course in which it occurred. Such a report shall be made within five class days from the time of discovery unless extenuating circumstances prevent reporting.
- B. A suspected infraction of the Academic Honor Code may be reported by:
 - 1. The student committing the infraction.
 - By any member of the University community observing the alleged infraction.
- C. Upon receiving a report of an alleged violation, the instructor in charge of the course or materials in question shall inform the student of the following options and procedures. (Faculty are encouraged to consult with the Dean of Students regarding appropriate procedures and protection of student rights.)
 - If the student admits the infraction, the faculty member may:
 - a. Propose a settlement by private resolution. The chairman of the department in which the faculty member teaches may be consulted for assistance in reaching a settlement. If the penalty proposed by the instructor is acceptable to the student, the incident can be dropped with notification to the department chair and to the Dean of the college/school in which the faculty member teaches, and to the Dean of Students for inclusion in the student's disciplinary records until the student graduates, or
 - Refer the case to the Dean of Students (without assigning a grade). The Dean will proceed as outlined in Section II-2-D-3.

- If the student does not admit the infraction, the faculty member may:
 - a. Decide not to pursue the accusation(s) due to lack of evidence, whereupon, he/she shall inform the reporting party of this decision within five days, or
 - Refer the case to the Dean of Students (without assigning a grade). The Dean will proceed as outlined in Section II-2-D.
- D. Upon notification of the instructor's decision not to pursue the allegation due to a lack of evidence, the reporting party may file a written report with the Office of the Dean of Students within five days of receipt of the instructor's decision. The Office of the Dean of Students will proceed as outlined in Section II-2-D.
- E. Section II, Student Conduct and Appeals, indicates that a student shall have a choice of an administrative (Dean of Students) or Campus Judicial Board hearing. The Dean of Students reserves the right not to hear a case and to forward it directly to the Campus Judicial Board.
- F. If a student chooses an administrative hearing, he/she may appeal the decision made by the Dean or designee to the Campus Judicial Board (see Section II-2-F). If the student chooses a Campus Judicial Board hearing, his/ her appeal of that decision would be made directly to the Chancellor of the University as outlined in Section II-3-D.
- G. If a student charged with an Academic Honor Code violation chooses a regular hearing before the Campus Judicial Board (see Section II-2-D-4) or appeals an administrative decision of the Dean of Students, two additional faculty members from a different UNCW college or school will sit on the Campus Judicial Board as voting members.

V-5 Expedited Hearing Procedure

The Chancellor at his or her sole discretion shall have the right to order an expedited review of the accused student's case. In such circumstances, the Chancellor shall sit as a hearing officer in lieu of the Campus Judicial Board or the Dean of Students and the procedure outlined in Section II-3 shall be observed. This expedited hearing procedure shall be used only in emergency circumstances as shall be identified by the Chancellor at his or her sole discretion. The decision of the Chancellor in such expedited proceedings shall constitute a final decision of the student's quilt or innocence.

V-6 Suggested Penalties for Proven Offenses

- A. If the Campus Judicial Board or Dean of Students Office finds the student innocent of the charge, the instructor will ensure fair treatment of the student.
- B. If the defendant is found guilty of the charge, the Campus Judicial Board or Dean of Students/Assistant Dean of Students may impose a disciplinary sanction indicated in Section II-4 of the Code of Student Life. The authority to determine the course grade resides with the instructor. Failure in the course is generally appropriate for an offense of academic dishonesty.

Section VI-University Union

The University Union serves as a focal point for campus life outside the classroom, enhancing the University's mission to offer a well-rounded educational experience to its students. Encompassing approximately 53,000 square feet, the Union pro-

vides meeting space, study areas, recreational space, space for student organization offices, various administrative offices and the services of a post office, the University Information Center, a banking machine and a campus snack bar.

VI-1 The UNCW University Union Board

The general purpose of the UNCW University Union Board is to act in an advisory capacity to the Director of the University Union and staff in matters regarding the management and operation of the facility. It is a Chancellor's committee with its members appointed by the Chancellor. The Board makes recommendations to the Chancellor through the Vice Chancellor for Student Affairs.

- A. The Board has 14 voting members: one student nominated by the President of Student Government; one student nominated by the Vice President of Student Government; the Chair of the University Program Board; one student jointly nominated by the Panhellenic Council and the Inter-Fraternity Council; three students nominated by the Student Senate representing the Residence Life Association, the undergraduate student body, and the graduate student body; one student nominated by the Director of Minority Affairs; three faculty members from various disciplines appointed for twoyear terms; one staff member nominated by the Vice Chancellor for Business Affairs; one staff member nominated by the Vice Chancellor for Student Affairs: and one alumnus appointed by the UNCW Alumni Association Board of Directors. The Director of the University Union, Assistant Director for Operations, Assistant Director for Student Activities, and Student Activities Adviser are members of the Board without a vote.
- B. Qualifications for Board members are: every member, with the exception of the Alumni Association member, should be a current full-time employee of UNCW or an enrolled graduate or undergraduate student who is in good academic standing at UNCW at the time of his/her appointment and throughout his/her term. A voting member shall have been an employee or student at UNCW for one semester (two summer sessions will be considered one semester) prior to his/her appointment.
- C. Officers of the Board are the President and Vice President, elected by the Board each year. The Director of the University Union will serve as the recording secretary for the Board. Staff support for the Board shall be provided by the Director and other Union staff members.

D. Functions and Responsibilities of the Board:

- The Board will meet monthly during fall and spring semesters.
- The Board will establish an Executive Committee which will meet with all other available Board members and act for the Board during periods when the University is not in session.
- The Board will compile an annual report concerning the Union's programs, personnel, and budget for submission to the Chancellor through the Vice Chancellor for Student Affairs by August 31st of each year.
- 4. The Board is advisory to the Director in all aspects of the Union's operation. It will study, review and develop recommendations relative to the Union's policies, programs, services, space utilization, fee structure, maintenance, and long-range plans.
- 5. The Board will have the authority to act as an appeal body in situations where it is so designated.

VI-2 The Director of University Union

- A. The Director is the chief executive official of the Union.

 He/she is responsible for the operation of the Union building and its programs and activities and shall:
 - Coordinate all functions involving Union facilities and their use.
 - Facilitate the establishment of UNCW University Union and Student Activities goals and develop programs for their accomplishment.
 - 3. Supervise staff members.
 - Serve in a nonvoting, advisory capacity for all committees created by the UNCW University Union.

VI-3 UNCW University Union Facilities

A. Use of Facilities

- Union facilities are reserved primarily for use by UNCW students, faculty and staff.
- The Director of the University Union or his/her representative is charged with determining whether the conduct of an individual or group is in compliance with University policies.
- The University Union's normal operating hours (when classes are in session, fall and spring semesters) are:
 - a. Monday through Friday 7 a.m.-11 p.m.
 - b. Saturday and Sunday 12 noon-11 p.m.
 - c. On Sundays through Thursdays, programs are to end no later than 10:30 p.m. Friday and Saturday night programs are to end no later than 11 p.m. unless special arrangements have been made in advance with the Services Area Coordinator. By special arrangement, the building will be available on Friday and Saturday nights until 2 a.m.

B. Reservations

- 1. Conference rooms in the University Union can be reserved by a registered campus organization, University department, or student, faculty, or staff member for University functions on a "first come, first served" basis. The Union staff reserves the right to make substitutions in room reservations or move a group to another area subject to availability. Reservations can be made by visiting or calling the Union Services Area Coordinator in room 214 D from 8 a.m. to 5 p.m., Monday through Friday.
- 2. The Union's Reservation Agreement must be completed, signed, and returned to the Services Area Coordinator within 2 working days of when the room was placed on hold. The individual or organization completing and signing the agreement accepts the responsibility for the proper use of the facility and equipment as well as proper conduct of the organization's members and guests. It is necessary that an organization be finished with the room by the time indicated on the reservation request. Members and guests are to be fully informed of these regulations by the person reserving the room.
- 3. The Services Area Coordinator must be notified of a cancellation no later than 1 p.m. on the day of the event or by 1 p.m. on Friday for a weekend event. For the multi-purpose room or large room events, cancellation notice must be given 48 hours prior to the event.

Failure to give 48 hours notice will subject an organization to the loss of privilege of reserving rooms for 60 class days or a \$50.00 fine. No penalty is involved when cancellation occurs before this specified time.

- 4. The Union reserves the right to bill any organization or group for damages or losses which result from the use or misuse of facilities or equipment, including charges for additional janitorial service over and above normal cleaning of the area used. Groups will also be charged for building time staff required outside normal operating hours of the Union (e.g., building manager before or after hours, additional janitorial staff, etc.).
- 5. Food and drink will be limited to the multi-purpose room or lower level. This means no food or drink is allowed in restrooms or corridors, but special arrangements can be made for the courtyard. With the scheduling of a large group affair, the sponsor will provide members to pick up any litter around the Union and in the parking lots. Food or other light refreshments shall not be permitted in conference rooms unless permission is obtained at the time the reservation is made. Catering arrangements can be made through Campus Food Services by contacting the catering manager in the cafeteria.
- 6. Any decorations to be used must be approved at the time the reservation is made. Nothing shall be attached to the walls, with the exception of block walls in room 100, where masking tape may be used. All materials used at any event must be removed at the conclusion of the program.
- The University Union will not be responsible for any losses or injuries suffered by any person as a result of a room reservation and/or the activities of the reserving organization.

Section VII—University Owned Residences

VII-1 Introduction

The Office of Residence Life is committed to providing students with opportunities for diverse and meaningful learning experiences outside of the classroom. The Residence Life program facilitates this growth for each resident through a variety of opportunities for educational development, social interaction and athletic competition. These positive experiences in community living, self-discipline, and decision-making enhance on campus life. The Associate Dean of Students for Residence Life invites all students to stop by to ask questions and offer suggestions about living on campus. The Office of Residence Life is located in the Residence Life Activities Center. Please refer to the Housing and Residence Hall booklet for more detailed information on facilities. Students living on campus are responsible for the information in the Housing and Residence Hall Booklet. This booklet is available from the Office of Residence Life, Housing Office, and the Office of the Dean of Students.

VII-2 Residence Life Staff

A. The organization and administration of the Residence Life Program is the responsibility of the Office of the Dean of Students. All students residing in residence halls and apartments are subject to the authority of the Dean of Students and the staff of the Dean. The Associate Dean of Students for Residence Life and the Area Coordinators are members of the staff of the Office of the Dean of Students. The Dean of Students is directly responsible to the Vice Chancellor for Student Affairs. B. Each residence hall, the apartment and suite area is supervised by a Resident Director, assisted by a group of Resident Assistants.

VII-3 Residence Life Activity Center

Located behind Schwartz Hall is the Residence Life Activity Center (ReLac). The building can be used for recreation, relaxation and study. Equipment is available to play ping-pong, darts, paddle ball, volleyball and pool (for 50 cents). Several board games are available such as Trivial Pursuit, Monopoly, Life, Risk, etc. One room in the building is carpeted and has several small tables that can be used for group study, group projects, or for watching cable TV. The ReLac is open Monday through Friday from 8 a.m. to 5 p.m. and nightly from 6 p.m. to 11 p.m.

VII-4 Residence Life Recreation Field

Located between the University Apartments and Schwartz Hall is the Residence Life Recreation Center. This on-campus resident facility includes two volleyball courts, three basketball courts, four tennis courts, a multi-purpose field, a softball diamond, and a gazebo fully equipped for live entertainment. On-campus, resident students will be given first priority in scheduling use of the center. Scheduling is made through the Office of Residence Life.

VII-5 Residence Life Policies

The primary responsibility of the Residence Life Program is to maintain an atmosphere conducive to the pursuit of academic and personal goals, and personal growth. Within this context, it is important to recognize the effect of the resident life setting which creates a special need for awareness of how one's individual actions can influence the environment of the floor and thus directly effect the resident community. In light of these conditions, the following policies have been established.

- A. Alcoholic Beverages—Although consumption of alcoholic beverages is not encouraged by the University, students are permitted to possess and consume alcoholic beverages in their rooms provided that they comply with State laws pertaining to alcoholic beverages. In addition to the UNCW policies regarding the possession and consumption of alcoholic beverages (Appendix D) and marketing of alcoholic beverages (Appendix E), the following rules pertain to residence halls:
 - There are to be no kegs or containers of beer in the students' rooms or elsewhere in the residence halls, apartments or suite buildings except during official Residence Life functions where an alcoholic beverage permit is completed in the Office of the Dean of Students and approved by the Chancellor.
- B. Visitation—Visitation, including members of the opposite sex, is permitted during certain specified hours. These hours will be posted in the lobby areas of each residence hall, in the apartment office and suite building office. It will be the responsibility of each resident and visitor to know the visitation hours:
 - Sunday through Thursday—11:30 a.m. until 11:30 p.m. Friday and Saturday—11:30 a.m. until 2:00 a.m.
 - Visitors must enter and exit through the front door and be escorted by residents of the building from 7:00 p.m. until the end of visitation hours. An unescorted visitor must provide positive identification and confirm his/ her destination.

- Cohabitation, as defined as establishing temporary or permanent residence with a resident in a Universityowned residence, is prohibited.
- Guests of the same sex are permitted to stay beyond visitation hours provided they register with the Night Receptionist on duty, prior to the end of visitation hours.
- C. Pets—Because of public regulations, pets are not allowed in the residence halls or apartments. This includes, but is not limited to, dogs, cats, birds, hamsters, mice, snakes, and other rodents. However, fish in aquariums are permitted as long as the tank does not exceed 20 gallons and is kept in a sanitary condition.
- D. Noise—Residents are expected to use discretion where noise is concerned both in and around residence halls and apartments. Therefore, excessive noise is prohibited at all times. Students are asked to be considerate of others' rights to study and sleep. If stereos, musical instruments, or other amplified equipment presents a problem in any area surrounding the residence halls, apartments, or suites, owners risk removal of the equipment from the place of residence. Quiet hours are 7:00 p.m. to 10:00 a.m., Sunday through Thursday. Friday and Saturday nights quiet hours begin at 2:00 a.m. (Saturday and Sunday morning courtesy hours are in effect at all times.) During these hours the environment is to be one which is conducive to studying. Therefore, loud stereos, gathering in hallways, and other disturbances will not be allowed. Noise must be kept at a minimum level which cannot be heard in others' rooms.
- E. Solicitation—Residence halls, apartments and/or suites be used to raise money for any individual or organization other than an official registered campus organization (either faculty, staff, or student). Anyone not connected with the residence halls/apartments, who does not have the proper identification and authorization, may be cited for trespassing. In order to maintain the privacy of resident students, no door-to-door solicitation is allowed. Authorization for solicitation must come from the Students Activities Office and the Associate Dean of Students for Residence Life.
- F. Behavior—Disciplinary proceedings as outlined in Section II-2 will be initiated against a student who violates the Code Section II-1-B, policies in the Residence Life Booklet or other applicable rules such as:
 - Violation of visitation as outlined in the Code or posted in the residence halls/apartments.
 - Tampering with, destroying, defacing, or removing public property within the residence life area, including furniture, doors, screens, walls, elevator, vending machines, ceiling tiles, games, etc.
 - Destroying or tampering with fire alarms and/or firefighting or emergency equipment.
 - Loaning or using unauthorized entrance door keys, room keys and/or hall combinations.
 - Throwing objects from the windows of residence halls/apartments/suites.
 - 6. Undermining the security of hall residents and property (e.g., intentionally leaving doors propped open).
 - 7. Cooking in residence hall rooms.
 - 8. Walking or laying on building or apartment roofs.
 - Obstructing hallways and/or entrances (e.g., bicycles parked in these areas).

- Driving motorized vehicles on the sidewalks and/or grass in the residence life area.
- 11. Lying and/or intentionally providing false information to housing staff.
- G. Individual Privacy in Relation to Student Rooms—Privacy of the individual is of the utmost concern to the Housing Office and the University; however, entry of student residence hall rooms and apartments at times is necessary.
 - Room Entry—University officials may enter a room under the following conditions:
 - a. When there is sufficient reason to believe that an emergency situation exists which poses immediate danger to the occupants and/or to the facility.
 - For routine maintenance and cleaning. Whenever possible, 48 hour notice will be posted on the individual floors or wings in a designated area.
 - c. To deal with disturbances which are in violation of University regulations and/or violating the rights of other students within the hall.
 - d. When a student who is a resident gives voluntary consent. The student's consent may be freely given and must not be based on coercion or threats by the University, and must not be occasioned by a student's fear of reprisal for failure to give consent.
 - The intrusion by the employee must be limited to the consent given by the student; for example, if the student consents to entry by the employee, the employee is not entitled to search the student's belongings without obtaining further consent to do so.
 - Any student who is a resident of the room, suite
 or apartment may consent to entry of the University employee and to search that student's personal belongings. However, no student may consent to the search of another student's bedroom, closets, locker, suitcases or other areas
 under the primary control of another student.
 - e. Materials found during entry as described in this section may be used in any University disciplinary proceeding if said material is found in plain sight or during the course of performing the objectives described in a, b, c, and d. Materials found beyond the scope of such entry shall constitute a search as defined below and may not be admitted if found in violation of that section. Any unauthorized materials found during an entry may be impounded.
 - Room Search—Searches of student-occupied premises or a student's personal possessions shall be only as authorized by law. A student's room is considered private; a search of residence hall rooms will be guided by the following principles:
 - a. University officials and/or University Police may search a room only upon obtaining a legal warrant. The University Police officer will be accompanied by additional University officials when the search is conducted.
 - b. Searches of University residence hall rooms by external law enforcement officials will be regarded as a matter between the student and law enforcement officials involved. The University's interest will be limited to requesting that it be notified of impending searches.
- H. Room Condition—Any alteration within a residence room such as painting or construction of lofts must be approved in advance by the Office of Residence Life.

Section VIII-Policy on Illegal Drugs

VIII-1 Introduction

The fundamental purpose of The University of North Carolina at Wilmington (UNCW) is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. That environment is damaged by illegal drug use. Therefore, all members of the academic community, students, faculty members, administrators, and other University employees, share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

VIII-2 Policy and Program

- A. The illegal use, possession, sale, delivery and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension or dismissal of students, faculty members, administrators and other University employees.
- B. UNCW policies and programs are intended to emphasize:
 - The incompatibility of the use or sale of illegal drugs with the goals of the University.
 - The legal consequences of involvement with illegal drugs.
 - 3. The medical implications of the use of illegal drugs.
 - The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.
- C. UNCW provides a systematic substance abuse education and prevention program designed to reach all segments of the campus community. To assist in accomplishing this mission, the Center for Substance Abuse Education and Prevention has developed a well-integrated centralized program that is a focal point for campus substance abuse education, training, and prevention which monitors the effectiveness of programs for constituencies served. The Student Development Center provides substance abuse counseling and referral services on campus and in the external community. It also provides consultative services to offices and agencies in the University environment and collaborates with the Employee Assistance Coordinator in the University Personnel Office to develop counseling and referral services for faculty and staff desirous of seeking assistance offcampus. This Policy on Illegal Drugs is presented within the four areas of education, counseling and rehabilitation, enforcement and penalties, and assessment.

VIII-3 Education

UNCW provides a program of education designed to help all members of the University community avoid involvement with illegal drugs. Education programs:

- A. Provide a system of accurate, current information exchange on the health risks and symptoms of drug use for students, faculty and staff.
- B. Promote and support institutional activity programming that discourages substance abuse.
- C. Establish collaborative relationships between community groups and agencies and the institution for education, treatment and referral.
- D. Provide training programs for students, faculty, and staff to enable them to detect problems related to drug use, and to refer persons with these problems to appropriate assistance.

- E. Include information about drugs for students and family members in the student orientation programs. The use of prescription and over-the-counter drugs will be addressed.
- F. Support and encourage faculty in incorporating education about drugs into the curriculum where appropriate.
- G. Develop a coordinated effort across campus for drug related education, treatment and referral.

VIII-4 Counseling and Rehabilitation

- A. UNCW provides information about drug counseling and rehabilitation services to members of the University community. Persons who voluntarily avail themselves of University services can be assured that applicable professional standards of confidentiality will be observed. Counseling and rehabilitation services include:
 - Provision of training for professional staff and student staff on drug abuse information, intervention and referral
 - Conducting education programs for students who have demonstrated abusive behavior with drugs.
 - Conducting individual and group counseling for members of the University community with drug problems.
 - 4. Conducting drug abuse assessments.
 - Coordinating referral and follow up of campus individuals and developing a referral and follow up mechanism in collaboration with the Employee Assistance Coordinator in the Personnel Office.
 - 6. Organizing campus self-help groups.
 - Providing consultation, information and referral for students, staff and faculty with drug problems.
 - Designing and developing referral opportunities for members of the University community who desire to seek professional assistance beyond the campus. This will be done in cooperation with the Employee Assistance Coordinator in the Personnel Office.
 - Providing with peer involvement a system of intervention and referral services for students, faculty and staff.
- B. In providing the above prevention strategies, it is recognized that some campus constituents may prefer professional assistance external to the campus. Therefore, the Campus Community Substance Abuse Education and Prevention Program Coordinator will collaborate with the Employee Assistance Coordinator in the development of appropriate referral mechanisms for these individuals. A listing of off campus resources for assistance and referral is available for those who choose that option. In the development of this program, it is desired that faculty, students, administrators and other employees be comfortable in the manner in which they are served and have a choice in the selection of appropriate assistance. Individuals served in the counseling program on campus can be assured that confidentiality will be maintained and that they will be served by professionals.

VIII-5 Enforcement and Penalties

A. Enforcement:

In seeking to enforce established University policy, The University of North Carolina at Wilmington will:

Publicize all drug policies.

- 2. Consistently enforce drug policies.
- Exercise appropriate disciplinary action for drug policy violations.

B. Penalties:

UNCW shall take actions necessary, consistent with state and federal law and applicable University policy, to eliminate illegal drugs from the University community. University policy on illegal drugs is publicized in the University catalog, student and faculty handbooks, student orientation materials, letters to students and parents, residence hall meetings, and faculty and employee meetings.

Students and faculty members, administrators, and other employees are responsible as citizens for knowing about and complying with the provisions of the North Carolina law that makes it a crime to possess, sell, deliver, or manufacture drugs designated collectively as "controlled substances" in Article V, Chapter 90 of the North Carolina General Statutes (see Appendix H). Any member of the University community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by UNCW. It is not "double jeopardy" for both the civil authorities and the University to proceed against and punish a person for the same specified conduct. The University will initiate its own disciplinary proceedings against the student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interest of the University.

Penalties will be imposed by UNCW in accordance with procedural safeguards applicable to disciplinary actions against students (see Code of Student Life, Section II), faculty members (see Policies of Academic Freedom and Tenure, UNCW, Section VII), and administrators and other employees (see Procedure No. PER 6.10 and Personnel Policies for Designated Employment Exempt from State Personnel Act - EPA Administrative Positions).

The penalties to be imposed by the University may range from written warning with probationary status to expulsion from enrollment and discharge from employment; however, the following minimum penalties shall be imposed for the particular offenses described.

1. Trafficking in Illegal Drugs

- a. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver any controlled substance identified in Schedule I, North Carolina General Statutes 90-89, or Schedule II, North Carolina General Statutes, 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualine), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.
- b. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, any controlled substance identified in Schedules III through VI, North Carolina General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, pentobarbitals, codeine), the minimum penalty shall be suspension from enrollment or from employment' for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled, and any faculty member, administrator, or other employee shall be discharged.

2. Illegal Possession of Drugs

- a. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, North Carolina General Statutes 90-89, or Schedule II, North Carolina General Statutes 90-90, the minimum penalty shall be suspension from enrollment or from employment' for a period of at least one semester or its equivalent.
- b. For a first offense involving the illegal possession of any controlled substance identified in Schedules III though VI, North Carolina General Statutes 90-91 through 90-94, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or employment' for any unexpired balance of the prescribed period of the probation.
- c. For the second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators, and employees.

3. Suspension Pending Final Disposition

When a student, faculty member, administrator, or University employee has been charged by UNCW with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment and/or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor, or in the Chancellor's absence, the Chancellor's designee concludes that the person's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community; provided that, if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

VIII-6 Assessment

- UNCW shall in its effort to continually assess the campus environment:
 - Appraise the institutional environment as an underlying cause of drug abuse.
 - Assess campus awareness, attitudes, and behaviors regarding the use of drugs and employ results in program development.
 - Collect and use drug related summary information from police and security reports to guide program development.
 - Collect and use summary health, counseling, and client information to guide program development.
 - Collect summary data regarding drug related disciplinary actions and use it to guide program development.
- B. Annually, the Chancellor shall submit to the Board of Trustees a report of campus activities related to illegal drugs for the proceeding year. The report shall include the following:
 - A listing of major education activities conducted during the year;

- A report on any illegal drug related incidents, including any sanctions imposed;
- An assessment by the Chancellor of the effectiveness of the campus program; and
- Any proposed changes in University policy on illegal drugs.

The Chancellor shall provide a copy of his report to the President.

Rules of the State Personnel Commission govern the disciplinary actions that may be taken against SPA employees. Under current Commission regulations discharge, rather than suspension, is the applicable penalty for SPA employees in those instances where this policy otherwise requires suspension.

Appendix A

Joint Statement of Rights and Freedoms of Students

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D.C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards for accreditation.

Since its formulation, the Joint Statement has been endorsed by each of its five national sponsors, as well as by a number of other professional bodies. The endorsers are listed below.

U.S. National Student Association; Association of American Colleges; American Association of University Professors; National Association of Student Personnel Administrators; National Association of Women Deans and Counselors; American Association for Higher Education; Jesuit Education Association; American College Personnel Association; Executive Committee, College and University Department, National Catholic Education Association; Commission on Student Personnel, American Association of Junior Colleges.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive, to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection against Improper Academic Evaluation
Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to

unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

- The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
- Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
- 3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
- 4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
- 5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

- Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.
- 2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the

academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

- The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- 2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
- All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentially violates institutional regulations in the course of his off campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition. At the same time, educational institutions have a duty and corollary disciplinary powers to protect their educational purposes through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of students conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no

honor codes offering comparable guarantees.

A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be free as possible from imposed limitations that have no direct relevance to his/her education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

- 1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.
- Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or his/her right to be present on the campus and to attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being, of students, faculty, or university property.

D. Hearing Committee Procedures

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

- The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.
- The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

- 3. The student appearing before the hearing committee should have the right to be assisted in his/her defense .by an adviser of his/her choice.
- 4. The burden of proof should rest upon the officials bringing the charge.
- 5. The student should be given an opportunity to testify and to present evidence and witnesses. He/she should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him/her unless he/she has been advised of their content and of the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
- 6. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.
- In the absence of a transcript, there should be both a digest and a verbatim record; such as a tape recording, of the hearing.
- The decision of the hearing committee should be final, subject only to the student's rights of appeal to the president or ultimately to the governing board of the institution.

Appendix B

SUPPLEMENT I: Title IX of the Education Amendments of 1972, as Amended*

SEX DISCRIMINATION PROHIBITED

Sec. 901.(a) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, except that:

- (6) This section shall not apply to membership practices—
 - (A) of a social fraternity or social sorority which is exempt from taxation under Section 501(a) of the Internal Revenue Code of 1954, the active membership of which consists primarily of students in attendance at an institution of higher education.

*P.L. 92-318 (1972) and P.L. 93-568 (1974).

Appendix C

STATE POLICY ON FIREARMS OR OTHER WEAPONS
ON UNIVERSITY PROPERTY

NORTH CAROLINA GENERAL STATUTE 14-269-2

The following bill was enacted by the North Carolina General Assembly on April 27, 1971.

Section 1. It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284-1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any public or private school building or bus, or any public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for

the administration of any public or private education institution. For the purpose of this Section, a self-opening or switchblade knife is defined as a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors or razor blades (except construction and maintenance). This Section shall not apply to the following persons: Officers and enlisted personnel of the armed forces of the United States when in the discharge of their official duties. officers and soldiers of the military and the national guard when called into actual service, officers of the state, or any country, city or town, charged with the execution of the laws of the state, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties.

Section 2. Any person violating the provisions of this Act shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the Court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months imprisonment.

Section 3. This act shall be in full force and effect from and after its ratification.

Appendix D

POLICIES REGARDING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON THE CAMPUS OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

The University of North Carolina at Wilmington permits malt beverages and unfortified wines to be consumed at special activities and programs and in the privacy of residence hall rooms.

This is no intent to encourage the increased use of alcoholic beverages or to force their consumption upon those who object to the use of alcohol on moral, ethical, or religious grounds. The policy is designed to promote the positive, healthy use or non-use of alcoholic beverages in a responsible manner.

- University policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their purchase, possession, or consumption.
 - A. Effective September 1, 1986, the North Carolina Alcoholic Beverage Control Laws made it illegal for any person under 21 years of age to purchase, possess, or consume, or for anyone to aid or abet such a person in purchasing or consuming any alcoholic beverages.
 - B. Under no circumstances may any type of alcoholic beverages be sold by any person, organization, or corporation on the campus of the University. (General Statutes 18-87 and 18-50).
 - C. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person or persons, whether accepted or not, on any public road or street, parking lot, sidewalk, or other publicly owned or leased place within the city of Wilmington.
 - Student fees collected by UNCW cannot be used to purchase alcoholic beverages.
 - E. Student events at which alcoholic beverages may be consumed can be held only under circumstances in which the host organization demonstrates reasonable means of ensuring the safety of participants and adherence to state law.

- II. Possession and consumption of alcoholic beverages at University events must adhere to the following guidelines.
 - A. Possession and consumption of alcoholic beverages on the University campus shall be restricted to the Residence Life areas and the University Union. Exceptions may be designated by the Chancellor.
 - B. The use of alcoholic beverages at a campus event shall be subject to the approval of the Chancellor.
 - The UNCW Alcohol Beverage Permit and Statement of Responsibility must be filed with the Dean of Students Office seven days prior to the event.
 - The adviser to the sponsoring organization must be present for the entire event.
 - C. Alcoholic beverages may be used only as complements to an event, not as the main focus.
 - D. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
 - E. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
 - F. Consumption of alcoholic beverages is only permitted within the approved area designated for the event.
 - G. At least two people shall check every person entering an event for proof of legal drinking age. Only the following will be accepted as valid identification:
 - 1. Driver's license with picture.
 - Driver's license without a picture along with both a Social Security card and another form of picture identification.
 - 3. Military identification card.
 - 4. Passport.
 - Special identification card obtained from N.C. Department of Motor Vehicles. Persons of legal drinking age shall be given a non-transferrable form of identification.
 - H. Alcohol shall not be served to those exhibiting unusual behavior or impaired speech or motor coordination when such behavior appears to be the result of substance abuse.
 - Alcohol will be discontinued one (1) hour before the event ends.
 - J. Failure to comply with conditions for alcohol consumption on campus will result in disciplinary action.
- III. Alcohol Beverage Quantity Guidelines are designed in compliance with guidelines set forth by the National Institute on Alcohol Abuse and Alcoholism.
 - A. Beer-12 oz. per person per hour
 - B. Wine-4 oz. per person per hour

Appendix E

STATEMENT OF PRINCIPLES REGARDING THE MARKETING OF ALCOHOLIC BEVERAGES ON THE UNCW CAMPUS

Alcohol abuse poses a serious threat to the health and welfare of a large segment of the college student population through acts of vandalism and property damage, automobile and other types of accidents, lessening of academic performance, estrangement of social relations, and, in some cases, bodily injury, illness and death.

Inappropriate and irresponsible marketing and promotion of beverage alcohol on campus can contribute to the problems of alcohol abuse. The development of campus policies which protect the health and welfare of college students is an important responsibility of the UNCW community. Institutional policies, practices and regulations should form the basis of a responsible approach to this area on campus.

The following guidelines are to govern alcohol marketing practices on the UNCW campus.

- Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the Code of Student Life and state law. They must avoid demeaning sexual or discriminatory portraval of individuals and/or groups.
- Promotion of beverage alcohol should not encourage any form of alcohol abuse, nor should it place emphasis on quantity and frequency of use (i.e., all you can drink).
- Beverage alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.
- No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling or other promotional activities should include "drinking contests."
- Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Office of the Dean of Students.
- Display or availability of promotional materials should be determined in consultation with the Office of the Dean of Students or Substance Abuse Advisory Board.
- Informational marketing programs should subscribe to the philosophy of responsible and legal use of the products represented.
- Beverage alcohol marketers will be encouraged to support campus alcohol education programs that encourage informed and responsible decisions about the use or nonuse of beer, wine or distilled spirits.
- Beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.
- Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
- Local off-campus promotional activities primarily directed to students should be developed with the previous knowledge of the UNCW Alcohol Awareness Substance Abuse Advisory Board.
- 12. Beverage alcohol marketers will not be permitted to promote their products on campus unless they agree to abide by the above marketing guidelines. The Vice Chancellor for Student Affairs, in consultation with the Substance Abuse Advisory Board, will be responsible for implementing these guidelines.
- 13. Advertisement posting for any University event when alcoholic beverages are served shall note the availability of non-alcoholic beverages as predominately as alcohol. Alcohol should not be used as an inducement to participate in a campus event.

Appendix F

HAZING

The following is from North Carolina Statutes:

14-35. "Hazing; definition and punishment—It shall be unlawful for any student in any college or school in the state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purpose of this section, hazing is defined as follows: to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat, or harass him, or to subject him to personal indignity. Any violation of this section shall constitute a misdemeanor."

14-36. "Expulsion from school, duty of faculty to expel—Upon conviction of any student of the offense of hazing, or of aiding or abetting in the commission of this offense, he shall, in addition to punishment imposed by the court, be expelled by the college or school he is attending. The faculty or governing board of any college charged with the duty of expulsion of students for proper cause shall, upon such conviction at once expel the offender, and a failure to do so shall be a misdemeanor."

Appendix G

STATEMENT OF UNIVERSITY POLICIES, PROCEDURES AND DISCIPLINARY ACTIONS IN CASE OF DISRUPTION OF EDUCATIONAL PROCESS

Adopted by the Board of Trustees October 27, 1970

Section 5-1. Policies Relating to Disruptive Conduct

The University of North Carolina has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right of petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the University to deal with such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

Section 5-2. Definition of Disruptive Conduct

(a) Any faculty member (th: term "faculty member," whenever used in this Chapter V, shall include regular faculty members, full-time instructors, lecturers, and all other persons exempt from the North Carolina State Personnel System (Chapter 126 of the General Statutes as amended) who receive compensation for teaching or other instructional functions, or research at the University), any graduate student engaged in the instructional program, or any student who, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, engages, or incites others to engage, in individual or collective conduct which destroys or significantly damages any University property, or which impairs or threatens impairment of the physical well-being of any member of the University community, or which, because of its violent, forceful, threatening or intimidating nature or because it restrains freedom or lawful movement, otherwise prevents any member of the University community from conducting his normal activities within the University, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the University.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstruction or disrupting any normal operation or function of the University or any of its component institutions: (1) occupation of any University building or part thereof with the intent to deprive others of its normal use; (2) blocking the entrance or exit of any University building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging any University building or property, or the property of others on University premises; (4) any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any University building or on any University campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on any University campus; and (6) blocking normal pedestrian or vehicular traffic on or into any University campus.

(b) Any person engaged in the instructional program who fails or refuses to carry out validly assigned duties, with the intent to obstruct or disrupt any normal operation or function of the University or any of its component institutions, shall be subject to prompt and appropriate disciplinary action under this Chapter V if (but only if) his status is such that he is not subject to the provisions of Section 4-3 of Chapter IV.

Section 5.3, Responsibilities of the Chancellor

(a) When the Chancellor has cause to believe that any of the provisions of this Chapter V have been violated, he shall forthwith investigate or cause to be investigated the occurrence, and upon identification of the parties involved shall promptly determine whether any charge is to be made with respect thereto.

(b) If he decides that a charge is to be made, he shall, within thirty (30) days after he has information as to the identity of the alleged perpetrator of the offense but in no event more than twelve (12) months after the occurrence of the alleged offense, (i) refer the case to the appropriate existing University judicial body, or (ii) refer the matter to a Hearing Committee drawn from a previously selected Hearings Panel which, under this option, is required to implement action for violation of Section 5-2 (a) or (b) of this Chapter. If the case is referred to an existing University judicial body under (i) above, the procedural rules of the body shall be followed, and subsections (c) through (f) below shall not be applicable. If the matter is referred to a Hearing Committee under (ii) above, the procedural rules prescribed in subsection (c) through (f) shall be followed.

(c) The accused shall be given written notice by personal service or registered mail, return receipt requested, stating:

 The specific violations of this Chapter V with which the accused is charged.

(2) The designated time and place of the hearing on the charge by the Hearing Committee, which time shall not be earlier than seven (7) nor later than ten (10) days following receipt of the notice.

(3) That the accused shall be entitled to the presumption of innocence until found guilty, the right to retain counsel, the right to present the testimony of witness and other evidence, the right to cross-examine all witnesses against him, the right to examine all documents and demonstrative evidence adverse to him, and the right to a transcript of the proceedings of the hearing.

(d) The Hearing Committee shall determine the guilt or innocence of the accused. If the person charged is found guilty, the Hearing Committee shall recommend to the Chancellor such discipline as said body determines to be appropriate. After considering such recommendation the Chancellor shall prescribe such discipline as he deems proper. In any event, whether the

person is found guilty or not guilty, a written report shall be made by the Chancellor or the President within ten (10) days.

(e) Any person found guilty shall have ten (10) days after notice of such findings in which to appeal to the President of the University. Such an appeal if taken shall be upon the grounds set forth in Section 5-5.

(f) Any accused person who, without good cause, shall fail to appear at the time and place fixed for the hearing of his case by the Hearing Committee shall be suspended indefinitely or

discharged from University employment.

(g) The Chancellor, unless so ordered or otherwise prevented by courts, shall not be precluded from carrying out his duties under this Chapter V by reason of any pending action in any State or Federal court. Should a delay occur in prosecuting the charge against the accused because the accused or witnesses that may be necessary to a determination of the charge are involved in State or Federal court actions, the time limitations set forth in this Section 5-3 shall not apply.

(h) Conviction in any State or Federal court shall not preclude the University or any of its officers from exercising disciplinary action in any offense referred to in this Chapter V.

(i) Nothing contained in this Chapter V shall preclude the President or the Chancellor from taking any other steps, including injunctive relief or other legal action, which he may deem advisable to protect the best interests of the University.

Section 5-4. Aggravated Acts or Threatened Repetition of Acts

(a) The Chancellor of each of the component institutions of the University shall appoint an Emergency Consultative Panel which shall be composed of not less than three (3) nor more than five (5) faculty members and not less than three (3) nor more than five (5) students who shall be available to advise the Chancellor in any emergency. No member of such Panel shall serve for more than one (1) year unless they are reappointed by the Chancellor. The Chancellor may make appointments, either temporary or for a full year, to fill any vacancies which may exist on the Panel.

(b) If, in the judgment of the Chancellor, there is clear and convincing evidence that a person has committed any of the acts prohibited under this Chapter V which, because of the aggravated character or probable repetition of such act or acts. necessitates immediate action to protect the University for substantial interference with any of its orderly operations or functions, or to prevent threats to or acts which endanger life or property, the Chancellor, with the concurrence as hereinafter provided of the Emergency Consultative Panel established pursuant to (a) above, may forthwith suspend such person from the University and bar him from the University campus; provided, however, that in the event of such suspension the person suspended shall be given written notice of the reason for his suspension, either personally or by registered mail addressed to his last known address, and shall be afforded a prompt hearing, which, if requested, shall be commenced within ten (10) days of the suspension. Except for purposes of attending personally any hearings conducted under this Chapter V, the bar against the appearance of the accused on the University campus shall remain in effect until final judgment has been rendered in his case and all appellant proceedings have been concluded, unless such restriction is earlier lifted by written notice from the Chancellor.

(c) A quorum of the Emergency Consultative Panel provided for in (a) above shall consist of not less than four (4) of its members, and the required concurrence shall have been obtained if a majority of such quorum shall indicate their concurrence. The Chancellor shall meet personally with members of such Panel at the time he seeks concurrence, if it is feasible to do so. However, if the circumstances are such that the Chancellor deems it not to be feasible to personally assemble such members, then he may communicate with them or the required

numbers of them individually by telephone or by such other means as he may choose to employ, in which event he may proceed as provided in (b) above after the required majority of such members have communicated their concurrence to him.

(d) In the Chancellor's absence or inability to act, the President may exercise the powers of the Chancellor specified in this Section 5-4 in the same manner and to the same extent as could the Chancellor but for such absence or inability to act.

Section 5-5. Right to Appeal

Any person found guilty of violating the provisions of this Chapter V by the Hearing Committee referred to in Section 5-3 shall have the right to appeal the finding and the discipline imposed upon him to the President of the University. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds.

- (1) That the finding is not supported by substantial evidence;
- (2) That a fair hearing was not accorded the accused; or
- (3) That the discipline imposed was excessive or inappropriate. It shall be the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

Section 5-6. No Amnesty

No administrative official, faculty member, or student of the University shall have authority to grant amnesty or to make any promise as to prosecution or non-prosecution in any court, State or Federal, or before any student, faculty, administrative, or Trustee committee to any person charged with or suspected of violating Section 5-2(a) or (b) of these Bylaws.

Appendix H

DRUG POLICY—NORTH CAROLINA GENERAL STATUTE 90-95(a)

Violation penalties:

- A. Except as authorized by this Article, it is unlawful for any person:
 - 1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance:
 - To create, sell or deliver, or possess with intent to sell or deliver a counterfeit controlled substance;
 - 3) To possess a controlled substance.
- B. Any person who violates G.S. 90-95(a) (1) with respect to:
 - A controlled substance classified in Schedule I or II shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than 10 years or fined not more than ten-thousand dollars (\$10,000), or both in the discretion of the court.
 - 2) A controlled substance classified in Schedule III, IV, V, or VI shall be guilty of a felony and shall be sentenced to a term of imprisonment of not more than five years or fined not more than five thousand dollars (\$5,000), or both in the discretion of the court, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery of violation of G.S. 90-95(a) (1).

In accordance with state law, drug paraphernalia is prohibited on campus.

Appendix I

LOCATION OF STUDENT RECORDS

A. Academic Records

- 1. Registrar's Office, University Registrar, James Hall
- Offices of each academic department, Department Chair
- 3. Offices of each college or school, Deans
- 4. Special Programs, Director, Hoggard Hall
- B. Disciplinary Records
 Office of the Dean of Students, University Union
- C. Employment Records
 Director of Personnel, Alderman Hall
 Director of Student Financial Aid, Hinton James Hall
- D. Counseling Records
 Director of Student Development Center, Student
 Support Center
- E. Medical Records Student Health Services, Student Support Center
- F. Financial Aid Records
 Director of Student Financial Aid, Hinton James Hall
- G. Campus Police Records
 Director of Campus Police Services, Campus Police
 Office
- H. Career Planning & Placement Records
 Director of Career Planning & Placement, University
 Union
- Records Relating to the International Student Program Dean of Students, University Union
- J. Records Relating to Student Athletes Athletic Director, Trask
- K. Records Relating to Students in the ROTC Program Military Science Office, Hoggard Hall
- L. Admissions Records Director of Undergraduate Admissions, James Hall Graduate Admissions, Assistant Vice Chancellor for Academic Affairs, Alderman Hall
- M. Student Accounts Records
 Accounting Office, James Hall
- N. Residence Hall Records
 Associate Dean of Students for Residence Life,
 Residence Life Activities Building

Appendix J

POLICY REGARDING DISORDERLY CONDUCT NORTH CAROLINA GENERAL STATUTE 14-288.4

Disorderly conduct is a public disturbance intentionally caused by any person who:

- Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
- Makes or uses any utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
- Takes possession of, exercises control over, or seizes any building or facility of any public or private educational institution without the specific authority of the

- chief administrative officer of the institution, or his authorized representative; or
- Refuses to vacate any building or facility of any public or private educational institution in obedience to:
 - a. An order of the chief administrative officer of the institution, or his authorized representative; or
 - b. An order given by any fireman or public health officer acting within the scope of his authority; or
 - c. If a state of emergency is occurring or is imminent within the institution, an order given by any law enforcement officer acting within the scope of his authority; or
- Shall, after being forbidden to do so by the chief administrative officer, or his authorized representative, of any public or private educational institution;
 - Engage in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any building or facility of the institution in its normal and intended use; or
 - Congregate, assemble, form groups or formations (whether organized or not), block, or in any manner otherwise interfere with the operation or functioning of any building or facility of the institution so as to interfere with the customary or normal use of the building or facility; or
- 6. Disrupts, disturbs, or interferes with the teaching of students at any public or private educational institution or engages in conduct which disturbs the peace, order or discipline at any public or private educational institution or on the groups adjacent thereto.
- Disrupts, disturbs, or interferes with a religious service or assembly or engages in conduct which disturbs the peace or order at any religious service or assembly.

As used in this section the term "building or facility" includes the surrounding grounds and premises of any building or facility used in connection with the operation or functioning of such building or facility.

Any person who willfully engages in disorderly conduct is guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500) or imprisonment for not more than six months. (1969, c. 869, s. 1; 1972, c. 668, s. 1; 1973, c. 1347; 1975, c. 19, s. 4; 1983, c. 39. s. 5)

Appendix K

DISCRIMINATORY PERSONAL CONDUCT AND SEXUAL HARASSMENT POLICY OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

I. POLICY

- A. Discriminatory personal conduct, including sexual harassment, toward any member of the University by any University employee is a violation of both State and federal law and University policy and cannot be tolerated in the University community.
- B. Discriminatory personal conduct is defined as "speech or action by a University employee that gives offense by its biased or prejudiced nature, with or without effect on a specific incident of another person's University experience." (Bias in this context refers to race, color, national origin, sex, religion, handicap, age, affectional/sexual preference.)

As defined above, discriminatory conduct may be either verbal or physical - "speech or action" - that which gives offense in and of itself, that has in common exploitation of or hostility towards personal characteristics that are irrelevant to the conduct of University life. In all institutional relationships the University expects its employees to show civility and discretion in regard to students and colleagues and to treat each with equality and dignity; accordingly, all persons acting on behalf of the University should seek to assure that all University activities are untainted by invidious discrimination, in both speech and action.

- C. Sexual harassment, a form of discriminatory personal conduct, is defined* as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when
 - submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic, or student status, or
 - (2) submission to or rejection of such conduct by an individual is used as a basis for employment, academic, or other institutional decisions affecting that individual, or
 - (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic activities, or student experience, or creating an intimidating, hostile, or offensive working, academic, or student life environment.

*EEOC text amended by insertion of appropriate references to the University environment.

Thus sexual harassment may be defined summarily as "the improper introduction into a University relationship of speech or conduct of a sexual nature."

- D. Students, faculty and employees are encouraged to express responsibility to the appropriate official, as set out below, any problem or complaint of discriminatory conduct. Any act by a University employee or agent of reprisal, interference, or coercion overtly or covertly against a student or an employee for responsibility using this Policy and its Procedures is in violation of this policy and requires appropriate and prompt disciplinary action.
- E. This Policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. If it is determined in any proceeding that a charge has been made in bad faith, i.e., with knowledge of its falseness, appropriate action shall be taken with respect to the person bringing the charge.

II. ADMINISTRATIVE REVIEW PROCEDURES

- A. While it is the responsibility of every employee in the University community to conduct himself as to contribute to an environment free of discriminatory behavior, the responsibility falls especially upon University administrators and supervisors. Any administrator or supervisor having knowledge of conduct involving discrimination or receiving a complaint of discriminatory conduct involving a University employee or agent under his or her administrative jurisdiction must take *immediate* steps to deal with the matter appropriately.
- B. An employee who believes he or she has been the victim of discriminatory conduct shall initially attempt to resolve the matter with the administrator or supervisor most directly concerned (unless that person is the individual accused of misconduct) or report the matter to the Compliance Officer.

- C. A student who believes he or she has been the victim of discriminatory behavior, including sexual harassment, should report the matter to the Dean or Assistant Dean of Students or to the Compliance Officer. The Dean or Assistant Dean of Students or the Compliance Officer, after listening to the complaint, will attempt to determine if the allegation constitutes discriminatory personal conduct. If it is determined by the Dean or Compliance officer that the charge falls within the purview of this policy, complaints against faculty members and EPA employees shall be referred to the appropriate academic Dean, Director, or other University official who has most direct administrative jurisdiction over the person whose conduct is complained of: and complaints against SPA employees shall be referred to the Director of Personnel.
- D. Complaints may be made orally or in writing to the appropriate reviewing officer. (See paragraph C above) Before either an administrative or grievance inquiry is begun, that officer must record the complaint in a written statement identifying the grievant, the conduct complained of, and the employee alleged to have engaged in it. A copy of this record shall be provided in every case to the Compliance Officer.

When the complainant seeks personal redress for an alleged wrong, then he or she must be willing to be identified to the person charged. If the complainant is willing to be identified, the reviewing officer will notify the person charged in writing, stating the complaint and indicating that an informal inquiry will be conducted. If the complainant is not willing to be identified or ceases to seek personal redress, he or she should be advised that the insitution, if it determines that such action is necessary, may pursue an inquiry on the institution's behalf and in its name rather than that of the individual; that the complainant may be identified in that event; and that the complainant enjoys the protections against retaliation set forth in I.D. above. Administrative procedures are initiated by the institution to ensure appropriate conduct by its employees, e.g. when the institution seeks to prevent likely recurrence of apparent improper conduct, even though no individual complainant wishes to pursue a personal grievance.

- E. Because of the essentially personal nature of these matters, especially sexual harassment charges, every effort should be made to resolve problems without formal proceedings if possible. Thus the reviewing officer's initial step should be an attempt to resolve the matter through discussion, counseling, agreement of the parties involved, or administrative action when appropriate. At this stage it is hoped that the parties will be sensitized to the nature of discriminatory personal conduct and what it does and does not involve, and that the review will be constructive whether it is determined that administrative action is appropriate or that the matter complained of does not constitute misconduct. Regardless of the outcome of this step, the reviewing officer shall briefly record the nature of the complaint and the response to it, the names of the parties involved and any agreement between them, and any administrative action to be taken in light of the inquiry. A copy of this record shall be provided to each party and to the Compliance Officer, and may be made a part of each party's student or personnel files when appropriate.
- F. Sexual harassment matters may be especially sensitive for the parties involved, and involvement in grievance or administrative inquiries may cause particular apprehension both for complainants and for persons whose conduct is questioned. Therefore, each party may be accompanied and assisted by another person at all stages of inquiry.

G. If a complaint is not resolved to the satisfaction of a complaining party, he or she may proceed in accordance with the Formal Grievance Review Procedures herein, within 10 days of receiving the record of the reviewing officer's efforts. If a person charges in a complaint wishes to contest any proposed resolution of it, including any proposed administrative action, that person may use the general grievance appeal mechanism to which he or she ordinarily has access or which is available in light of the proposed administrative action.

III. FORMAL GRIEVANCE REVIEW PROCEDURES

- A. Should any employee or student believe that he or she has been the victim of discriminatory personal conduct by a University employee, and should the administrative review (if appropriate) have failed to produce a resolution satisfactory to either party, then he or she may proceed with the general grievance appeal mechanism to which, by virtue of his or her position or circumstance in the University, he or she ordinarily has access.
- (1) Any formal grievance brought by an SPA employee will be reviewed through the established SPA Grievance Procedure.
- (2) Any formal grievance brought by a faculty member will be reviewed through the Faculty Grievance Committee Procedure. However, a faculty member who alleges that a decision not to reappoint him or her was based upon one or more of the existing impermissible grounds as stated in Policies for Academic Freedom and Tenure, The University of North Carolina at Wilmington shall request a review by the Hearings Committee in accordance with Section V of the Policies for Academic Freedom and Tenure.
- (3) Any formal grievance brought by a non-faculty EPA employee shall follow the grievance procedures provided in Section IV of the EPA-Administrative Personnel Policies. When a grievance is presented directly to the Chancellor, he, at his discretion, may appoint an ad hoc committee to review the complaint and recommend resolution; however, in all such cases, the Chancellor shall be responsible for rendering a decision.
- (4) Any formal grievance brought by a student will be reviewed through the Student Grievance procedure. The written complainant will be submitted to the Vice Chancellor who has administrative jurisdiction over the person named in the complaint. The Vice Chancellor will convene the student grievance hearings panel as established under the guidelines of the student grievance policy. Upon hearing the grievance, the student grievance hearings panel shall make its recommendation to the Vice Chancellor's resolution is not satisfactory to the complainant, he or she may appeal the Vice Chancellor's decision to the Chancellor who will render the final decision.
- B. A complaint involving a grade or other academic-related matter must be filed before the last day of the next succeeding regular semester. A complaint that is not academic related must be filed within 30 days of the date the alleged misconduct occurred or from the date of the consequences of the alleged misconduct.
- C. A complaint shall be handled as expeditiously as possible by the appropriate grievance mechanism. Following the completion of grievance mechanism's review of the complaint, the person who filed the complaint or the person ac-

- cused of discriminatory personal conduct may appeal the disposition of the matter by the grievance mechanism provided under existing University procedures.
- D. When all proceedings are complete, a record of each grievance review and the findings of that review shall be submitted to the Federal Compliance Officer who shall maintain a confidential file of such records.

October, 1983

Appendix L

AIDS POLICY GUIDELINES UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

Purpose

To develop policy guidelines that reflect how The University of North Carolina at Wilmington will respond to its students and employees with regard to the life threatening illness of AIDS.

Scope

The policy guidelines cover all faculty, administrators, staff employees, and students of the University.

General Statement

Education and communication form the basis for the University's best approach to dealing with the complex and interrelated issues raised by AIDS. With this in mind, all members of the University community will be kept informed about these issues and policies and procedures developed that are based on the most credible body of scientific and legal knowledge at hand. Moreover, as new information about AIDS becomes available, policies and procedures will be reconsidered and changes made when necessary. Precise direction for a definitive policy that will serve all components of the University is highly improbable; therefore, the best policy statement that can be made is one that is based on principles of flexibility. sensitivity, simplicity, and concern for the individual as well as the total welfare of the University community. In this context, the most appropriate policy to pursue is one of analyzing and responding to each case individually while holding guidelines to the absolute minimum, thereby addressing AIDS-related issues, to the extent possible, through existing policies and procedures governing other medical matters.

AIDS Advisory Committee

For purposes of establishing policies and procedures and overseeing the necessary educational efforts with regard to AIDS and AIDS-related conditions, an AIDS Advisory Committee comprised of faculty, staff, and students and reporting to the Chancellor shall be established and maintained. The committee shall:

- recommend for adoption, general written guidelines in regard to the admission, matriculation, academic and social participation of students with AIDS and to the hiring and retention of employees with AIDS.
- 2. recommend appointment of an individual who is well-versed in AIDS issues and AIDS-related conditions who can analyze whenever necessary each situation involving persons with AIDS, using the best existing medical facts and other pertinent information available and advise the committee and Chancellor as to the best method of solutions. This person will be a member of the Advisory Committee and should be fully conversant with statutory and other requirements regarding confidentiality of information.

- recommend a spokesperson, (who will be a member of the Advisory Committee) to handle public information about AIDS-related issues. Working with the Advisory Committee and University legal counsel, the spokesperson will determine what information is appropriate for public dissemination, using applicable statutes and policies regarding public information and confidentiality of medical records.
- recommend the format and character of response to public inquiries (e.g. written response; training sessions in dealing with reporters, etc.)
- recommend the appointment of an individual (who will be a member of the Advisory Committee) to be responsible for AIDS education, awareness, and related affairs. This individual will direct and coordinate AIDS education efforts to the University-at-large and to specific groups within the University.

Policy Guidelines

- 1. Because there is no specific therapy for AIDS or AIDS-related conditions, the most important goals for the University will be those of increasing awareness and providing education to prevent further spread of the disease. Education designed to reach all members of the University will be undertaken and will include seminars, meetings, dissemination of printed materials, and prominent display of posters. The effort will be ongoing and designed to take advantage of new knowledge that becomes available and to assure that new students and new employees are properly oriented with regard to current information on AIDS.
- Persons infected with the AIDS Virus (whether active AIDS, AIDS-Related Complex, or sero-positive to the virus) will not be excluded from enrollment or employment, or restricted in their access to University services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the University community.
 - In circumstances where the usual policy of not excluding or restricting the normal activities of infected students or employees seems inappropriate, the advice of medical and legal experts shall be sought, relied upon, documented, and followed in determining a course of action.
- 3. Students infected with the AIDS virus (AIDS, ARC, or a positive HTLV-III antibody test) should be encouraged to inform campus health authorities in order that the University may provide them proper medical care and education. This information, like all other medical information, will be handled in a strictly confidential manner in accordance with standard procedures and requirements in effect at the campus health facility.
- 4. Employees who know, or have a reasonable basis for believing that they are infected, are encouraged to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of other members of the community.
- 5. The University will adopt and widely publicize safety guidelines as proposed by the U.S. Public Health Service for the handling of blood and other body fluids and secretions in all health-care facilities maintained on the campus and in other institutional contexts in which such liquids or secretions may be encouraged (e.g. teaching and experimental laboratories, athletic department).

6. The University, in providing on-campus living arrangements, supports an environment free of unreasonable risks for its residents. Housing policies and procedures concerning AIDS will be communicated widely. The best current available medical information is that AIDS is not transmitted by any form of casual contact. Therefore, there is no justification for excluding students with AIDS, ARC, or positive tests for HTLV-III from residential housing in order to protect others from casual transmissions.

Likewise, there is no medical necessity to advise others living in a residence hall of the presence in the residence hall of other students who have AIDS nor will any other attempt be made in any other setting to identify and publicize other students or employees who have AIDS.

On the other hand, immuno-compromised students, whether they have an AIDS-related disorder or another (illness/infectious disease) may require special housing arrangements for their own protection. Since AIDS is transmitted by certain behaviors, primarily, intimate sexual contact and the sharing of needles contaminated with blood, protection against these exposures require education, not excluding those with AIDS from residence halls. Issues arising from the University's AIDS-Related housing policy will be dealt with on a case-by-case evaluation of any student known to have AIDS.

- To address responsibly both the immediate medical concerns and the possible attendant legal concerns, the Chancellor and AIDS Advisory Committee will keep up-to-date on the most current and definitive medical advice available.
- 8. Since the University is a part of the larger community, it will maintain effective relationships, through the Student Health Service, with local health care agencies, physicians, and hospitals, the intent being to demonstrate its leadership in addressing the AIDS issue, to facilitate communication between health care providers, and to cooperate in developing and sharing AIDS educational programs. Of course, the sharing of information will be in accordance with University policy guidelines, particularly as they relate to confidentiality of information.
- Consideration of the existence of AIDS, ARC, or a positive HTLV-III antibody tests shall not be part of the initial admission decision for those applying to attend the University.
- 10. The University shall not undertake programs of screening newly admitted or current students for antibody to HTLV-III; neither shall mandatory screening of employees be implemented. Especially, the University shall not attempt to identify those in high risk groups and require screening only of them.
- 11. With regard to SPA employees (and applicants for SPA positions), the University abides by State personnel policy which states that employees with communicable or infectious disease, including AIDS, are protected under State policy to the degree that they are considered handicapped if the disease results in an impairment which substantially limits one or more major life activities. All the statutory provisions relative to persons with AIDS, including the requirement for a "reasonable accommodation" to the known limitations of an otherwise qualified applicant or employee, will be adhered to.

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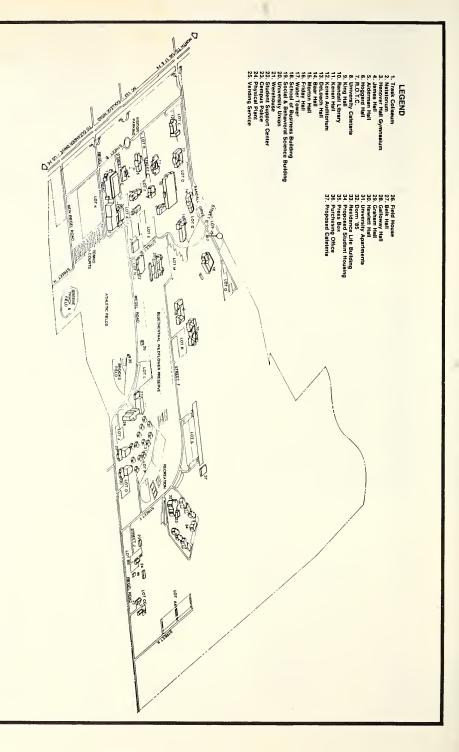
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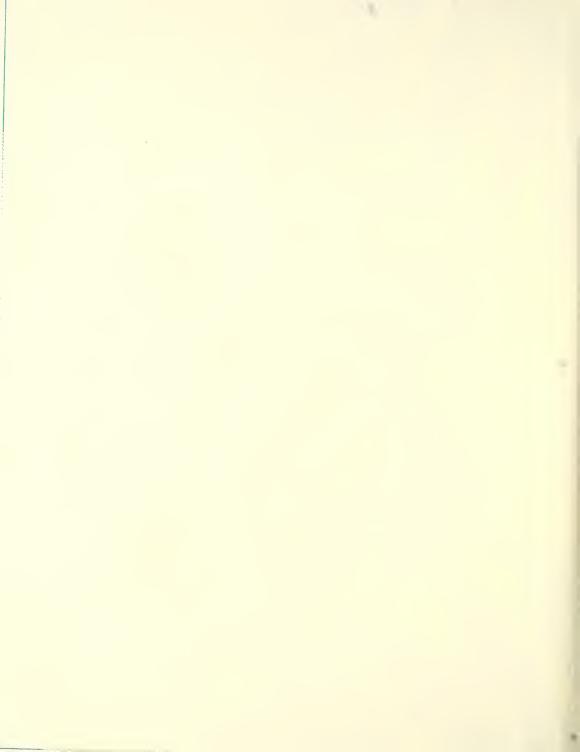
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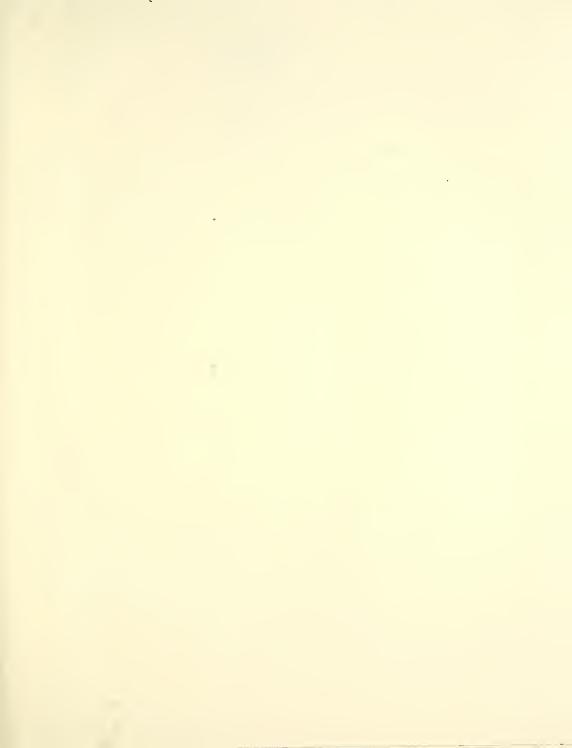
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Campus Map
UNC Wilmington







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